

**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, **August 2, 2022** at 1:36 p.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk  
Matthew Cassidy  
Andrew Rhinehart

Vice Chairperson  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Rey Malave  
Eric Lavoie

District Manager, GMS  
Greenberg  
Appointed as Supervisor

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. There were three Board 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**

**Organizational Matters**

**A. Acceptance of Resignation from Justin Frye**

Ms. Burns stated a letter of resignation was received from Justin Frye. She asked for a motion to accept.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Accepting the Letter of Resignation from Justin Frye, was approved.
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August 2, 2022

Hammock Reserve CDD

**B. Appointment to Fill the Vacant Board Seat**

Ms. Burns asked if there was a motion for anyone to fill the vacant seat. Ms. Schwenk nominated Eric Lavoie.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Appointment of Eric Lavoie to Fill the Vacant Board Seat, was approved.

**C. Administration of Oath to Newly Appointed Supervisor**

Ms. Burns performed the oath of office to swear in Mr. Lavoie. She reviewed the Sunshine law and presented a packet of information to the new officer.

**D. Consideration of Resolution 2022-10 Appointing Assistant Secretary**

Ms. Burns suggested the Board appoint Mr. Lavoie as an Assistant Secretary to the Board.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, Resolution 2022-10 Appointing Mr. Lavoie as Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the April 20, 2022 and May 3, 2022 Board of Supervisors Meetings**

Ms. Burns asked if there were any questions, comments, or corrections to the minutes. The Board had no changes.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, the Minutes of the April 20, 2022, and May 3, 2022 Board of Supervisors Meetings, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the Fiscal Year 2023 Budget**

Ms. Burns asked for a motion to open the public hearing. She added this hearing was advertised in the paper and notices to property owners within the community were sent.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, Opening the Public Hearing, was approved.

August 2, 2022

Hammock Reserve CDD

**i. Consideration of Resolution 2022-11 Adopting the District's Fiscal Year 2023 Budget and Appropriating Funds**

Ms. Burns presented an overview of the proposed budget. She noted the administrative was relatively the same with no increases. The increase was in the field expenses and the amenity expenditures. There are new areas to be developed to increase field expenses in landscape, maintenance, landscape replacement, streetlights, and electric. The amenity expenses include a partial year for opening a portion of the year. She added that the security line item increased. She noted the current assessment amount per lots is \$643.37. The proposed budget is \$952.41. This allows for an increase of \$309.04.

Ms. Burns asked for public comments. An audience member asked about the CDD owned property and the HOA. Ms. Burns replied the CDD owned the common areas and the amenities and roadways within the community. She added these are the expenses for the assessment fee. She noted the landscaping between the sidewalk and the curb is for landscaping of a residents' property and it is their responsibility to mow and maintain trees and landscaping in that area. She stated the oversight of these are the HOA responsibility. Discussion ensued on the fee and the resident's increase. Ms. Burns explained the areas that are paid for by the CDD and the residents. Ms. Burns stated there are plans for an additional playground in Phase 3 and 4, but no plan for an additional pool. She added public comment is taken at the meetings and explained the process of a transition to property owner Board. She noted emails will be taken for applications. Tax bills were also discussed. She explained the process of the CDD Board, the HOA responsibility, the website, community input, timing of the meetings, and the budget process, O&M assessments, and posting on website. Options for an additional pool was discussed, and Ms. Burns noted there were no plans for another pool.

Ms. Burns asked for a motion to close the hearing at this time.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Closing the Public Hearing, was approved.

Ms. Burns stated the budget is included in the package and asked for a motion to approve the budget.

August 2, 2022

Hammock Reserve CDD

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2022-11 Adopting the District's Fiscal Year 2023 Budget and Appropriating Funds, was approved.

**ii. Consideration of Fiscal Year 2022/2023 Budget Funding Agreement**

Ms. Burns presented the funding agreement for the uplatted parcels. She noted this could be revised to reflect a split based on the total number of lots for each phase.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Fiscal Year 2022/2023 Budget Funding Agreement, was approved, as amended.

**B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments**

Ms. Burns explained the purpose of the hearing and asked for a motion to open the public hearing.

On MOTION by Mr. Rhinehart, seconded by Mr. Cassidy, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2022-12 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns stated that this resolution has to be certified by the county by September 15<sup>th</sup> of each year. She explained the process.

Ms. Burns asked for comments on imposing the assessment roll. There were no comments. She asked for a motion to close the hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Closing the Public Hearing, was approved.

Ms. Burns noted a copy of the tax bill is included in the package. She asked for a motion to approve the resolution.

August 2, 2022

Hammock Reserve CDD

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2022-12 Imposing Special Assessments and Certifying the Assessment Roll, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-13  
Designation of a Regular Monthly Meeting  
Date, Time, and Location for Fiscal Year  
2023**

Ms. Burns presented the new meeting schedule for the 1<sup>st</sup> Tuesday of the month at 9:30 a.m. She noted the location has moved to the Holiday Inn.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2022-13 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023 for the 1<sup>st</sup> Tuesday at 9:30 a.m. at the Holiday Inn, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-14  
Designating a Date, Time, and Location  
for a Landowners' Meeting and Election**

Ms. Burns stated the Landowners' Election is held every two years in November and that every lot owner had 1 vote per acre. She added there are seats up in November and the election is required to be on the 1<sup>st</sup> Tuesday in November. She suggested the regular meeting date on November 1, 2022 at 9:30 a.m. at the Holiday Inn.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Resolution 2022-14 Designating a Date, Time and Location for the Landowners' Meeting and Election for November 1, 2022 at 9:30 at the Holiday Inn, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposals from AMTEC  
for Arbitrage Rebate Services**

- A. Series 2021 Assessment Area Two Project**
- B. Series 2021 Assessment Area Three Project**

Ms. Burns presented the arbitrage rebate report proposals for both projects for \$450 annually. She noted this is required by the Trust Indenture.

August 2, 2022

Hammock Reserve CDD

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Proposals from AMTEC for Arbitrage Rebate Services for \$450 annually, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Playground Contract and Deposit for Phase 3 and Phase 4 Playground Equipment (Phase 3 to be provided under separate cover)**

Ms. Burns presented the playground plan for Phase 4 and noted it was in the packet. She distributed the Phase 3 plan during the meeting. She noted the quote for Phase 3 proposal total was \$100,854.16. The Phase 4 total was \$59,587. She added Phase 3 has a shade structure, swings, and a dog park.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Proposal for Phase 3 at \$100,854.16 and the Proposal for Phase 4 at \$59,587, was approved.

**TENTH ORDER OF BUSINESS**

**Equipment Lease Purchase Agreement for Playground Equipment for Phase 3 and Phase 4 (to be provided under separate cover)**

Ms. Burns presented the lease agreements with HNB Properties. This would require an amendment to the contract to add in the two new phases. This would authorize District Counsel to prepare the amendment and authorize the Chair to sign.

On MOTION by Ms. Schwenk, seconded by Mr. Cassidy, with all in favor, the Equipment Lease Purchase Agreement for Playground Equipment for Phase 3 and Phase 4 and Authorizing the District Counsel to Prepare and the Chair to Sign, was approved as amended

**ELEVENTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2021 Audit Report**

Ms. Burns presented the Fiscal Year 2021 Audit Report. She noted it was a clean audit and there were no findings.

August 2, 2022

Hammock Reserve CDD

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Fiscal Year 2021 Audit Report, was approved.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry had nothing further to report for the Board.

**B. Engineer**

**i. Ratification of Stormwater Management Analysis Report**

Mr. Malave had nothing further to report. Ms. Burns stated the Stormwater Management Report was submitted to the state by the required June 30<sup>th</sup> deadline.

On MOTION by Mr. Rhinehart, seconded by Mr. Cassidy, with all in favor, the Stormwater Management Analysis Report, was ratified.

**C. Field Manager's Report**

**i. Consideration of Pool Maintenance Services Proposal from Resort Pools**

Mr. Wright noted they were caught up with landscaping and mowing. Currently there are plans for a review of the amenity center on the 12<sup>th</sup> and a walk through will be conducted. He added that all contracts should be ready to present at a later Board meeting. Solar lighting and potholes repair is in progress. He reviewed the proposal for the pool maintenance for 3 times per week at \$1,400 monthly. Ms. Burns noted an opening date was not set for the pool walk through and they would notify residents once that was set. She reviewed how to get the amenity access cards for residents.

On MOTION by Mr. Rhinehart, seconded by Mr. Cassidy, with all in favor, the Proposal for Pool Maintenance Services from Resort Pools for \$1,400/month, was approved.

**D. District Manager's Report**

**i. Check Register**

Ms. Burns presented the check register and asked for a motion to approve.

August 2, 2022

Hammock Reserve CDD

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, 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. There was no action necessary. The Board had no questions on the financials.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

A resident commented on approval for parts for Phase 3 and 4. Discussion ensued on length of time for receiving. Ms. Burns stated the projected homes was 1,028. The election of CDD Board was explained and notification of marketing process. Communication was discussed for issues with the CDD.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn.

On MOTION by Mr. Lavoie, seconded by Mr. Rhinehart, with all in favor, the meeting was continued.

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman