

**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, **September 6, 2022** at 1:31 p.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairperson
Andrew Rhinehart	Assistant Secretary
Eric Lavoie	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Marshall Tindall	Field Manager, GMS
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Grace Kobitter	District Counsel, KE Law
Jennifer Kilinski <i>by Zoom</i>	District Counsel, KE Law
Emily Cassidy	Appointed as Supervisor

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were four 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 Matthew Cassidy (*letter to be provided under separate cover*)

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

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On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Accepting the Letter of Resignation from Matthew Cassidy, was approved.

B. Appointment to Fill the Vacant Board Seat

Ms. Burns asked for an appointment to fill the vacant seat. Ms. Schwenk nominated Emily Cassidy to fill the vacancy.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Appointing Emily Cassidy to the Board of Supervisors, was approved.

C. Administration of Oath to Newly Appointed Supervisor

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

**Andrew Rhinehart joined the meeting at this time.*

D. Consideration of Resolution 2022-15 Appointing Assistant Secretary

Ms. Burns suggested for the Board to appoint Ms. Emily Cassidy as an Assistant Secretary of the District.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2022-15 Appointing Emily Cassidy as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the August 2, 2022 Board of Supervisors Meeting

Ms. Burns asked if there were any questions, comments, or corrections to the August 2, 2022 minutes. The Board had no changes.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Minutes of the August 2, 2022 Board of Supervisors Meetings, were approved.

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FIFTH ORDER OF BUSINESS

Consideration of Notice of Boundary Amendment

Ms. Burns stated that the boundary amendment was previously approved, and they were looking for authorization for counsel to record the notice.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Authorizing Counsel to Record the Notice of Boundary Amendment, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Arbitrage Rebate Report from AMTEC for Series 2021, Assessment Area Two Project Bonds

Ms. Burns stated that this report was required by the Trust Indenture. She noted that the District needed to demonstrate that they did not earn more interest than they paid.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Accepting the Arbitrage Rebate Report from AMTEC for Series 2021, Assessment Area Two Project Bonds, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

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

B. Engineer

Mr. Malave had nothing further to report for the Board.

C. Field Manager's Report

Mr. Tindall stated that they had mostly been focusing on the new amenity coming in and seeing how that progressed. He reviewed the items listed on the field managers report. He reviewed the solar lighting item stating that the solar lighting at the mailboxes had been approved and was being scheduled for install after the amenity area construction was complete. He reviewed over some fence repairs and pothole repairs, which were being scheduled for repair after the nearby amenity construction was completed. He discussed coordinating with Spectrum for service and the estimated completion was currently October 12.

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i. Consideration of Janitorial Proposal from CSS

Mr. Tindall reviewed this janitorial proposal from CSS with the Board stating that it would be \$475 a month for basic janitorial services three times a week. He noted that it was an additional \$50 a month per station to remove and dispose the trash and dog stations twice a week. He stated that it would be \$8,700 annually. Ms. Burns stated that they had \$21,000 total for the pool and the contract in place was \$16,800. She stated that it would be under on the pool and over on the janitorial. It was noted that counsel would put together a contract.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Janitorial Proposal From CSS, was approved.

ii. Consideration of Proposal for Landscape Replacement from Prince & Sons *(to be provided under separate cover)*

Mr. Tindall reviewed the proposal for the landscape replacement from Prince & Sons. He stated that it was \$16,008. He stated that the contract was going to be \$78,815.04 roughly. It was noted that it was a quote from Prince to add areas to the existing contract and counsel would put together an addendum. Ms. Burns noted that they had \$114,000 in the budget. Ms. Tindall stated that his recommendation was to approve Prince & Sons proposal.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, the Proposal for Landscape Replacement from Prince & Sons to Add Areas to Existing Contract, was approved.

D. District Manager's Report**i. Check Register**

Ms. Burns presented the check register totaling \$35,844.17. She asked for a motion to approve.

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 and were through July 31st. There was no action necessary. The Board had no questions on the financials.

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iii. Ratification of:

- a) Series 2020 (AA1) Requisitions #69 to #71**
- b) Summary of Series 2021 (AA2) Requisitions #75 to #88**
- c) Summary of Series 2022 (AA3 – Phase 3) Requisitions #1 to #40**
- d) Summary of Series 2022 (AA3 – Phase 4) Requisitions #1 to #40**

Ms. Burns presented all these requisitions to the Board and stated that they had already been approved.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Series 2020 (AA1) Requisitions #69 to #71, Series 2021 (AA2) Requisitions #75 to #88, Series (AA3-Phase 3) Requisitions #1 to #40, and Series 2022 (AA3 – Phase 4) Requisitions #1 to #40, were ratified.

iv. Announcement Regarding New Location for Landowners’ Election and Meeting

Ms. Burns stated that it would be in the same location that they announced at least 90 days ahead of time.

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 asked for a motion to adjourn.

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

Jill Burns

Rennie Heath

Secretary/Assistant Secretary

Chairman/Vice Chairman