

**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 7, 2021** at 1:30 p.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

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

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>by Zoom</i>	KE Law Group
Justin Frye	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. There were four 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 August 3, 2021  
Board of Supervisors Meeting**

Ms. Burns presented the August 3, 2021, Board of Supervisors meeting minutes and asked for any comments, changes, or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, the Minutes of the August 3, 2021, Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Imposition of Special Assessments on Boundary Amendment Parcels**

Ms. Burns asked for a motion to open the public hearing. She stated that this had been advertised in the paper.

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

**i. Presentation of Amended and Restated Engineer's Report**

Ms. Burns stated that the report had not changed since the Board had seen it at the prior meeting and that District Engineer had stated that it could be completed based on the scope of the project. She asked if the Board had any questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, the Amended and Restated Engineer's Report, was approved as amended.

**ii. Presentation of Amended and Restated Master Assessment Methodology**

Ms. Burns stated that the methodology had not changed since the prior meeting and provided a brief overview to the Board. She stated that Table 1 of the methodology included the development program had a total of 1,028 units with 3 product types for Phase 3. Table 2 showed the capital improvement plan, Table 3 had a bond sizing of \$1 million, Table 5 showed the par debt per unit, and Table 6 showed the net and gross annual debt assessment per unit with a total of \$2,356 annually. Table 7 showed the preliminary assessment roll that allocated the debt per acre.

Mr. Van Wyk asked Ms. Burns if she used the information provided in the Engineer's Report, as well as if the benefit received by the parcels were greater than or equal based on the assessments, to which she answered yes. Mr. Van Wyk also asked if the paydown on certain CDD properties by the developer would be reasonably apportioned across the various product types within the District, to which Ms. Burns answered yes they would. Ms. Burns asked if the Board had any questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Rhinehart seconded by Mr. Cassidy, with all in favor, the Amended and Restated Master Assessment Methodology, was approved.

**iii. Consideration of Resolution 2021-19 Levying Special Assessments**

Ms. Burns presented the resolution and asked if there were any questions. Hearing none, she asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2021-19 Levying Special Assessments, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

**iv. Consideration of Amended and Restated Notice of Special Assessments for Master Lien**

Ms. Burns asked for a motion to authorize council to record the notice.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Amended and Restated Notice of Special Assessments for Master Lien, was approved as amended.

**B. Public Hearing on the District's use of the Uniform Method of Levying, Collection & Enforcement of Non-Ad Valorem Assessments on Boundary Amendment Parcels**

Ms. Burns asked for a motion to open the public hearing. She stated that this had been advertised in the paper.

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

**i. Consideration of Resolution 2021-20 Expressing the District's Intent to Utilize the Uniform Method of Collection**

Ms. Burns stated that there were no members of the public present at that time. She then presented the resolution, noting it was included in the package. She asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Cassidy, with all in favor, Resolution 2021-20 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2021-2022 Budget Deficit Funding Agreement with CH Dev, LLC, Cascara II, LLC, and Hammock Reserve Partners, LLC**

Ms. Burns stated that this had been discussed at the last meeting, but that it was the portion that was offsetting the current O&M on the plotted lots. Ms. Schwenk added that it had changed, and that GLK was no longer part of it, so Phase 3 would be CH Dev. She asked for a motion to approve as amended.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Fiscal Year 2021-2022 Budget Deficit Funding Agreement with CH Dev, LLC, Cascara II, LLC, and Hammock Reserve Partners, LLC, was approved as amended.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

**i. Memorandum Regarding Wastewater Services and Stormwater Management Needs Analysis**

Mr. Van Wyk stated that the Engineer would be preparing a report as outlined in the memorandum as well as work with the District manager to come up with the estimated costs for the operation of the stormwater management system.

**B. Engineer**

There being no engineer present, the next item followed.

**C. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented the check register and 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. There was no action necessary unless there were any questions. The Board had no questions on the financials.

**iii. Ratification of Fiscal Year 2021 Funding Requests #7 to #12**

Ms. Burns noted these have been approved, they just need to be ratified by the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Fiscal Year 2021 Funding Requests #7 to #12, were ratified.

**iv. Ratification of Summary of Series 2021 (AA2) Requisitions #19 to #25**

Ms. Burns noted that these have been approved, they just need to be ratified by the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Series 2021 (AA2) Requisitions #19 to #25, were ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Ms. Schwenk added that she wanted to put Phase 3 and 4 out to bid, and they would be ready for pick up on the 14<sup>th</sup> of September and be due back on October 15<sup>th</sup>.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Authorization for Staff to Issue and RFP to Phases 3 and 4 Construction, was approved.

Mr. Marone resigned from the Board and Ms. Schwenk nominated Justin Frye.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, Mr. Marone's Resignation from the Board, was approved.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Appointment of Justin Frye to the Board of Supervisors, was approved.

Ms. Burns swore in Mr. Frye and gave him the proper paperwork to fill out.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman