

**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, **November 1, 2022** at 9:30 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairperson
Emily Cassidy	Assistant Secretary
Eric Lavoie	Assistant Secretary
Jessica Petrucci	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Marshall Tindall	Field Manager, GMS
Molly Banfield <i>by Zoom</i>	District Engineer, Dewberry
Lauren Gentry	District Counsel, KE Law

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 public comments at this time.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Appointed Supervisor

Ms. Burns performed the oath of office to swear in Ms. Emily Cassidy, Eric Lavoie, and Jessica Petrucci.

B. Consideration of Resolution 2023-01 Canvassing and Certifying the Results of the Landowners' Election

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Ms. Burns stated that they will fill in the results of the Landowners' election that Mr. Lavoie and Ms. Cassidy both received 131 votes and Ms. Petrucci received 125 votes.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Resolution 2023-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

D. Consideration of Resolution 2023-02 Electing Officers

Ms. Burns noted that previously, Mr. Heath was the Chairman, Ms. Schwenk served as the Vice Chairperson, and all other Board members served as Assistant Secretaries. George Flint from the GMS office will also serve as Assistant Secretary while Jill Burns acts as Secretary. Ms. Burns suggested keeping that slate of officers the same and the Board agreed.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Resolution 2023-02 Electing Officers, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 6, 2022 Board of Supervisors Meeting

Ms. Burns asked if there were any questions, comments, or corrections to the September 6, 2022 minutes. The Board had no changes.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Minutes of the September 6, 2022 Board of Supervisors Meetings, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Engagement Letter for Fiscal Year 2022 Audit Services from Grau & Associates

Ms. Burns stated that this is a renewal for auditing services and that the price is not to exceed \$7,000 which is consistent pricing with the other Districts that also have multiple series of bonds. There being no questions, she asked for a motion of approval.

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On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Engagement Letter for Fiscal Year 2022 Audit Services from Grau & Associates, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry had nothing further for the Board and offered to answer any questions. There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Field Manager’s Report

Mr. Tindall presented the field manager’s report to the Board. There was nothing concerning to report and updated the Board on some ongoing items with a focus on hurricane repairs and the Board had no questions.

i. Consideration of Proposal for Pest Control Services from Massey

Mr. Tindall presented the proposal for pest control services from Massey totaling \$40 a month.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Proposal for Pest Control Services from Massey, was approved.

D. District Manager’s Report

i. Discussion Regarding Street Parking Complaints and Status of Construction Completion

Ms. Burns stated that there is a map included in the agenda package and generally street parking and towing policies are inserted as construction nears completion due to the construction vehicles and vendors coming in and out. They have received a few complaints from residents on issues with parking and vehicles that are in the way and the district currently does not have the ability to tow or have any policies in place unless they go through a public hearing process. Rules that they have used in the past include no parking on the even side of the street or on the corner and commercial vehicles are not allowed to be parked overnight. There needs to be a 29-day notice

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for a public hearing, and she suggested setting it for the regularly scheduled January 3, 2023 Board of Supervisor’s meeting at this location at 9:30 a.m.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Setting the Public Hearing for Parking and Towing Policies for January 3, 2023, was approved.

i. Approval of Check Register

Ms. Burns presented the check register totaling \$44,472.58 for the months of August and September.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, 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.

iii. Ratification of:

- a) Series 2020 (AA1) Requisitions #72 to #74**
- b) Series 2021 (AA2) Requisitions #90 to #91**
- c) Summary of Series 2022 (AA3 – Phase 3) Requisitions #41 to #54**
- d) Summary of Series 2022 (AA3 – Phase 4) Requisitions #41 to #56**

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

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Series 2020 (AA1) Requisitions #72 to #74, Series 2021 (AA2) Requisitions #90 to #91, Series (AA3-Phase 3) Requisitions #41 to #54, and Series 2022 (AA3 – Phase 4) Requisitions #41 to #56, were ratified.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

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EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There was one resident (434 Alyssa Lane) who complained about not being able to hear the field manager's report. The street cleaning has not been up to his satisfaction and the dust will be blown onto the resident's driveway. He also mentioned that the Board should have taken inflation into consideration before raising CDD assessments. Ms. Burns stated that assessments were raised largely due to the amenity being close to opening and costs that come with maintaining that. She also mentioned that the CDD has not yet begun street cleaning.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns

Secretary/Assistant Secretary

Rennie Heath

Chairman/Vice Chairman