

**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, **April 4, 2023** at 9:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk *by Zoom*
Emily Cassidy
Eric Lavoie
Jessica Petrucci

Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Marshall Tindall
Lauren Gentry
Molly Banfield *by Zoom*

District Manager, GMS
Field Manager, GMS
District Counsel, KVV Law
District Engineer, Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were three Board members present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present at the meeting, so the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the January 3,
2023 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the January 3, 2023 Board of Supervisor meeting and asked if there were any questions, comments, or corrections to them. The Board had no changes to the minutes.

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On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Minutes of the January 3, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Ratification of Towing Services Agreement with S&S Towing & Recovery, LLC

Ms. Burns noted that S&S Towing & Recovering is the vendor that will be providing towing services for the community and will patrol the community at random to enforce the towing policy. She reported that the fees are set by the vendor and the District receives no funds from this towing agreement. This agreement has already been executed and Ms. Burns asked for the Board to ratify the agreement.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Towing Services Agreement with S&S Towing & Recovery, LLC, was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-04 Authorization of Bank Account Signatories

Ms. Burns stated that Resolution 2023-04 was included in the package for Board review and noted that this resolution authorizes officers to be bank account signatories. She noted that the bank will not just take the resolution for a change in person, this will provide the information that they need for anyone that is appointed to the office of treasurer, assistant treasurer, or secretary to be named as a signer for the account and it will provide the resolution for who that person is if it changes over time.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Resolution 2023-04 Authorization of Bank Account Signatories, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry had nothing further to report.

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B. Engineer

Ms. Banfield had nothing further to report.

C. Field Manager's Report

Mr. Tindall presented the field manager's report to the Board that can be found in the agenda package. Completed items include:

- Amenity review –
 - Vendors' maintenance of the facility has been satisfactory.
 - A shield was added to the pool entry gate's panic bar.
 - Playground shade installed behind the pool.
 - Pool shade was adjusted.
- Landscape review –
 - Grass mowing has been consistent, and planters have been kept neat and clean.
 - New trees near intersection of Pardo Grande Ave and Old Polk City Rd have done well.
- General Maintenance –
 - Trail sidewalk repaired.
 - Pool area retaining wall was cleaned.
 - Pothole repair on Yarian Dr.
 - Parking signs were installed as approved.
 - Clogged backflow at pool equipment was cleaned under warranty.

Mr. Tindall reported on in progress items in Phase 3 and 4. They are monitoring new phases for maintenance needs and working with the contractor to prepare contract proposals. He offered to answer any questions the Board may have.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register totaling \$139,913.49 from December 1 – February 28, 2023.

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| On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Check Register, was approved. |
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ii. Balance Sheet & Income Statement

Ms. Burns stated that the financials were included in the packet for review and were through February 28th. There was no action necessary. The Board had no questions on the financials.

iii. Ratification of Summary of Series 2022 (AA3 – Phase 4) Requisitions #71-#77

Ms. Burns presented the summary of the Series 2022 Assessment Area 3, Phase 4 requisitions #71-#77. They have already been approved by the District engineer and the Chair and Ms. Burns was seeking ratification from the Board.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Series 2022 (AA3 – Phase 4) Requisitions #71 to #77, were ratified.

SEVENTH ORDER OF BUSINESS

Other Business

Ms. Burns stated that they will be presenting a preliminary budget for the Board at the May meeting and will send it out with the agenda a week before the meeting for Board review.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

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