

**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 1, 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
Eric Lavoie
Jessica Petrucci

Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Marshall Tindall
Lauren Gentry
Chace Arrington *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 or joining via Zoom, so the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the May 2, 2023
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the May 2, 2023 Board of Supervisor meeting and asked if there were any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Minutes of the May 2, 2023 Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget

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

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

Ms. Burns stated there are no members of public present at this time nor joining via Zoom. Ms. Burns asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2023-06 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns stated a few changes were made from the last time the Board saw this at the May meeting. She noted the lots that were assessed at the lower ERU last year the undeveloped property was sent a mailed notice at the same rate that the platted lots were paying for the current year so that way everybody has been noticed at the same amount. She noted since there were so many platted lots, there is a little bit of capacity with those paying the full rate. She stated current year platted lot rate is \$952.41 and this budget has a decrease of \$70.73 per lot so everyone is going to save a little bit. The amount per unit would be \$881.68 and that is still with a capital reserve transfer of \$125,000. She noted some of the contingencies were increased but still finalizing everything. She noted the line items increased were field expenses for additional phases of landscaping as well as street lights and things like that.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Resolution 2023-06 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

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

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Ms. Burns stated this has been advertised in the paper and then mailed notice was sent to just the lots that had the unplatted rate last year which were Phases 3 and 4. Since the existing phases were not getting an increase, they did not need to receive a mailed notice. She asked for a motion to open the public hearing.

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

Ms. Burns stated that there were no members of the public present, she asked for a motion to close.

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

i. Consideration of Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated this certifies the assessments for collection. She noted you will see the O&M amount based on the budget that the Board just adopted as well as the debt amounts per lot and those do vary by phase.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-08 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024

Ms. Burns stated the schedule in the agenda package keeps the existing schedule the same so this will be at 9:30 a.m.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Resolution 2023-08 Designation of a Regular Monthly

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Meeting Date, Time, and Location for Fiscal Year 2024, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-09
Appointing an Assistant Treasurer**

Ms. Burns stated this appoints Darrin Mossing in our office as an Assistant Treasurer of the District.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Resolution 2023-09 Appointing Darrin Mossing as Assistant Treasurer, was approved.

SEVENTH ORDER OF BUSINESS

**Presentation of Arbitrage Rebate Report
for Series 2021 Assessment Area Two
Project Bonds**

Ms. Burns stated this is a report required by the Trust Indenture. The District has to demonstrate under internal revenue code that we do not earn more interest than we pay. She noted on page four of the agenda you will see the negative arbitrage rebate amount. She asked for a motion to accept this report.

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

EIGHTH ORDER OF BUSINESS

**Acceptance of Fiscal Year 2022 Audit
Report**

Ms. Burns stated on page 30 of the agenda is the report to management which summarizes the report. She noted it was a clean audit and there were no instances of noncompliance and no findings. It has been submitted to the state so we are just looking for a motion from the Board to accept the audit.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

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A. Attorney

i. Memo Regarding Ethics Training for Elected Officials

Ms. Gentry stated included in the agenda package is a memo describing the 2024 ethics training for Supervisors. She noted the requirement does not begin until calendar year 2024 and you have the whole year to complete it. She noted four hours total are required and not four per District. She noted they are working on putting together some targeted CDD materials if you would like us to provide those and there are some existing materials on the Commission of Ethics website. She stated there were talks about advertising this as a workshop for all the Boards that someone sits on and knocking it all out at once.

B. Engineer

i. Acceptance of Annual District Engineering Report

Mr. Arrington stated he noticed an Engineer's Report was included that is from Wood & Associates. Ms. Burns stated that is included in your package as the Annual Engineers Report from Wood & Associates if anybody has any questions. This is just a required report annually.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Annual District Engineering Report, was approved.

C. Field Manager's Report

i. Consideration of Landscape Scope and Proposal from Prince and Sons, Inc. for Phases 3 and 4

Mr. Tindall reviewed the landscape scope and proposal from Prince and Sons for Phases 3 and 4.

ii. Consideration of Landscape Maintenance Addendum from Prince & Sons, Inc. for Pond Mows in Phases 1 and 2

Mr. Tindall reviewed the addendum to the Prince and Sons proposal for mows in Phases 1 and 2. The Board moved to approve the proposal and addendum.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie with all in favor, the Landscape Scope and Proposal from Prince and Sons, Inc. for Phases 3 and 4 and Consideration of Landscape Maintenance Addendum from Prince & Sons, Inc. for Pond Mows in Phases 1 and 2, was approved.

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iii. Consideration of Janitorial Proposal from CSS for Waste Emptying in Phases 3 and 4

Mr. Tindall reviewed the proposal from CSS for waste emptying in Phases 3 and 4.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Janitorial Proposal from CSS for Waste Emptying in Phases 3 & 4, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register included in your package for review. This is from April 1st through July 25th totaling \$387,716.35.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, 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 June. There was no action necessary.

iii. Ratification of:

- a) Summary of Series 2020 (AA1) Requisitions #69 to #75**
- b) Series 2021 (AA2) Requisitions #90 and #91**
- c) Summary of Series 2022 (AA3 – Phase 4) Requisitions #78 to #85**

Ms. Burns stated requisitions #69 to #75, #90 and #91, and #78 to #85 have all been approved by the Chair and need to be ratified by the Board.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Series 2020 (AA1) Requisitions #69 to #75, Series 2021 (AA2) #90 and #91, and Series 2022 (AA3 – Phase 4) #78 to #85, was approved.

TENTH ORDER OF BUSINESS

Other Business

Ms. Burns stated there have been a couple of reports of people jumping the fence at night and it appears to be the same guy. She noted they haven’t damaged anything but are definitely in

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there doing drugs. She noted this have been every night around 9:00. She noted they have gathered the information and are filing a police report for some assistance obviously after the time that security leaves but they have been there consistently over the past three nights. She noted we are aware of that situation. She noted we have also had kids there at 2 a.m. again overnight. We have told residents here if you see people jumping the fence, we do have a trespass order with the police so you should call the police when you see that.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TWELFTH 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 adjourned.

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Rennie Heath

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Chairman/Vice Chairman