

**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 5, 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 <i>by Zoom</i>	Vice Chairperson
Eric Lavoie	Assistant Secretary
Jessica Petrucci	Assistant Secretary
Emily Cassidy	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Marshall Tindall <i>by Zoom</i>	Field Manager, GMS
Meredith Hammock	District Counsel, KVV Law
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Lisa Kelly <i>by Zoom</i>	District Engineer, Dewberry
Rey Malave <i>by Zoom</i>	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 and one Board member joining via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that there were no members of the public present at the meeting, but there were members of the public joining via Zoom. She asked the members of the public joining via Zoom if they had any public comments on any of the agenda items. Seeing no hands raised on the Zoom line, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 1, 2023  
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the August 1, 2023 Board of Supervisor meeting and asked if there were any questions, comments, or corrections. 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 August 1, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Hearing Regarding Resident Amenity Suspension**

Ms. Burns explained that the amenity rules allow the District Manager to suspend for up to 30 days and anything longer than that must come before the Board. She stated that about a month ago they had incidences where there were several people breaking into the facility overnight and were said to be doing drugs and illegal activity. She added that they also had scooters on the pool deck and were swimming in the pool after hours. She pointed out that because they came in earlier with an access card, they were able to determine who they were. She explained that they sent a letter regarding a 90-day amenity suspension. She further explained that since they want to suspend it for more than 90-days, they would have an opportunity to come to a hearing at the Board meeting, which was today. They did not anticipate the resident would show today because they had not had any correspondence from the people with the violation. She added that the person who had the registered card was the landlord, and these were the tenants of the property. She stated that they spoke to the landlord because she didn't recognize the people and they discovered that these were guests of the tenants, but the tenants were still responsible for those guests. She noted that they should not have been using the card assigned to the landlord and that they needed to get their own cards. She added that the card had been turned off because they were still in their suspension period. She explained that based on the circumstances and the fact that the people did not live in the home, their recommendation was that the 90-day suspension stay in effect or if the resident that still lives there wants to come back and reapply, then they would turn it on for him at that time. The Board decided to keep the 90-day suspension unless the resident comes forward and reapplies for amenity access.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Keeping Suspension but Authorizing Issuance of Card should Resident Reach Out Prior to the 90 Days, was approved.

**FIFTH ORDER OF BUSINESS****Consideration of Bill of Sale for Conveyance of Mailboxes from HOA to CDD as of 10/1**

Ms. Burns stated that they had a request from the HOA, and she spoke with Lauren about the CDD taking over maintenance and ownership of the mailboxes in the community because the HOA does not maintain anything besides the mailboxes, and they have staff that was regularly there doing

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other maintenance. She stated that the request was to take them over as of October 1. She explained that these documents would convey the ownership of the mailboxes and the subsequent maintenance responsibility of those from the HOA to the CDD as of October 1. She added that they would add these to their insurance policy and have them covered and the HOA would be able to remove that from their policy. Ms. Hammock requested that the approval be made in substantial form pending finalization of the exhibit listing those improvements.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Bill of Sale for Conveyance of Mailboxes from HOA to CDD as of 10/1, was approved in substantial form.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-10 Amending Fiscal Year 2024 Meeting Schedule**

Ms. Burns stated that they approved the meeting schedule at the last meeting and kept it the same. She explained that they were going to move North Powerline and VillaMar to Thursday, but Mr. Chinoy had a conflict with Thursday, so it was decided to swap the two and do North Powerline and VillaMar on Tuesday and Hammock and Forest on Thursday at the same time.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Resolution 2023-10 Amending Fiscal Year 2024 Meeting Schedule to the First Thursday at the Same Time, was approved as amended.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Utility Easement between the City of Haines City, Hammock Reserve CDD, Hammock Reserve Partners, LLC, D.R. Horton, Inc. and the City of Lake Alfred**

Ms. Burns presented this Utility Easement to the Board stating that it was already approved and just needed to be ratified.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Utility Easement between the City of Haines City, Hammock Reserve CDD, Hammock Reserve Partners, LLC, D.R. Horton, Inc. and the City of Lake Alfred, was ratified.

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**EIGHTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Hammock had no updates to report to the Board.

**B. Engineer**

Mr. Malave had no updates to report to the Board.

**C. Field Manager's Report**

Ms. Burns presented the Field Manager's Report to the Board. She stated that based on the storm track, they didn't need to secure any of the pool furniture, but they did close the facility on Wednesday and reopened on Thursday after they reassessed after the storm. She noted that there were a couple of panels out that they had scheduled to go back up, but other than that, they didn't have any storm damage. She added that everything at the amenity facility looked good. She pointed out that the pool was closed earlier in the month to fix an electrical issue, which was replaced and repaired. She explained that the playground looked good. She reviewed the landscaping stating that everything looked good out there as well. She noted that they did some irrigation repairs and did some clean up in Phases Three and Four. She reviewed the in-progress site items stating the irrigation was shut off and some of the trees died in Phase Three, so they were looking to increase the watering schedule. She added that this was being monitored. The question was asked about someone hitting one of the wells last week. Ms. Burns responded that they would have them check that.

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

Ms. Burns presented the check register included in your package for review.

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. There was no action necessary.

**iii. Ratification of Summary of Series 2022 (AA3-Phase 4) Requisition #86 to #90**

Ms. Burns stated requisitions #86 to #90 have all been approved by the Chair and need to be ratified by the Board.

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On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Series 2022 (AA3-Phase 4) Requisitions #86 to #90, was ratified.

**iv. Discussion Regarding October Meeting Date Room Availability**

Ms. Burns stated that this room was booked on the October meeting date and was unavailable. She explained that at this point, they did not have any agenda items, so they would probably be able to cancel. If they do have items come up, they will work with the Chair to reschedule and pick another date.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**ELEVENTH 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

DocuSigned by:

*Eric Lavoie*

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Chairman/Vice Chairman