

**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 2, 2023** at 9:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Eric Lavoie	Chairman
Jessica Petrucci	Vice Chair
Rennie Heath	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Marshall Tindall	Field Manager, GMS
Lauren Gentry <i>by Zoom</i>	District Counsel, KVV Law
Savannah Hancock <i>by Zoom</i>	District Counsel, KVV Law
Chace Arrington <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 five 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, 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. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Letter of Resignation from Lauren Schwenk

Ms. Burns stated there is a letter of resignation from Lauren Schwenk and asked for a motion to accept that letter.

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On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, Accepting the Resignation Letter from Lauren Schwenk, was approved.

B. Appointment to Fill Board Seat #2

Ms. Burns asked for a nomination for Seat #2. Mr. Lavoie nominated Lindsey Roden.

On MOTION by Mr. Lavoie, seconded by Mr. Heath, with all in favor, Appointing Lindsey Roden to Seat #2, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns administered the oath to Lindsey Roden.

**Rennie Heath left the meeting at this time.*

D. Consideration of Resolution 2024-01 Electing Officers

Ms. Burns explained since Lauren was Vice Chair, they now need to redo the slate of officers. Mr. Lavoie nominated himself as the Chair, Jessica Petrucci as Vice Chair, Lindsey Roden, Rennie Heath and Emily Cassidy as Assistant Secretaries, Jill Burns as Secretary, and George Flint as Assistant Secretary.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Resolution 2024-01 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 5, 2023 Board of Supervisors Meeting

Ms. Burns presented the minutes from the September 5, 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 Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Minutes of the September 5, 2023 Board of Supervisors Meeting, were approved.

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FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-02
Ratifying Amendment to Fiscal Year 2024
Budget and Assessments**

Ms. Burns stated after the Board adopted the budget and the assessment roll, an email was received from the developer that there was an agreement with the builder for Phase 4 that had an \$800 O&M for that fiscal year so the only change to this budget is to assess those Phase 3 lots at a lower amount with the developer having a direct bill of \$4,171 to make up the difference. She noted there are no changes to any of the other line items.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Resolution 2024-02 Ratifying Amendment to Fiscal Year 2024 Budget and Assessments, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Audit Services
Engagement Letter for Fiscal Year 2023
Audit from Grau & Associates**

Ms. Burns stated the District had an Audit Committee that previously reviewed and ranked so this is a renewal of that existing agreement. She noted the total for FY2023 is \$9,100 due to the number of bond issuances that they have. Ms. Gentry asked if before a final motion is made can that be subject to final Counsel review, and Ms. Adams stated absolutely.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2023 Audit from Grau & Associates Subject to Final Counsel Review, was approved.

SEVENTH ORDER OF BUSINESS

**Presentation of Arbitrage Rebate Report
for Series 2020 Assessment Area Three
Project Bonds**

Ms. Burns stated under IRS code, the District has to demonstrate that they do not earn more interest than they pay. This report on page 4 shows a negative arbitrage rebate amount listed.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Arbitrage Rebate Report for Series 2020 Assessment Area Three Project Bonds, was ratified.

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EIGHTH ORDER OF BUSINESS

Ratification of Bills of Sale

A. Water & Wastewater Collection Systems

B. Lift Station

Ms. Burns stated this is for Phase 4. Ms. Gentry noted these are standard turnover documents for the Phase 4 utility and lift station infrastructure.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Bills of Sale, were ratified.

NINTH ORDER OF BUSINESS

Ratification of Special Warranty Deed for Utilities with City of Lake Alfred

Ms. Burns stated this is for the utilities for Phase 4.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Special Warranty Deed for Utilities with City of Lake Alfred, was ratified.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry stated she wanted to virtually introduce Savannah Hancock who is also on the line today and is a new attorney with their office working out of the Tampa Bay area so will be helping with this District and Forest Lake.

B. Engineer

Mr. Arrington had nothing to report.

C. Field Manager's Report

i. Consideration of Proposal for Renewal of Pool Maintenance Services Contract

Mr. Tindall stated everything at the amenity center is looking good. We do have a contract renewal with Resort Pools. Landscaping maintenance has been satisfactory. There are photos of a couple of trees there were replaced including a palm in front of the pool and a couple in Phase 1. The plantings and mulch were touched up at the entrances and pool. Phase 3 playground shade was repaired and reinstalled. RFP was sent out and bids collected for pond maintenance. Phase 3 has a couple of ponds and a wet area in Phase 4 that they recommend also including. Upcoming, annual sidewalk review and winter facility maintenance review that we do this time of year. The

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pool service quote from Resort Pool Services for three days per week is increasing from \$1,500 to \$1,650 a month/annual charge is \$19,800 that is within the budget. There is an option for increased service during the summer season from Memorial Day to Labor Day which is service seven days per week and adds \$230 per month across 12 months which is also within budget and total would be \$22,560.

On MOTION by Mr. Lavoie, seconded by Ms. Roden, with all in favor, the Renewal of Pool Maintenance Contract with Seasonal Increase Totaling \$22,560, was approved.

ii. Consideration of Proposals for Pond Maintenance Services *(to be provided under separate cover)*

Mr. Tindall stated that they received three proposals for pond maintenance services. He noted of the three, Aquagenic is the cheapest at \$567 a month. All three proposals they received were within budget. Mr. Lavoie suggested that they go with Aquatic Weed Management.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Proposal for Pool Maintenance with Aquatic Weed Management, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register included in your package for review. The total is \$272,876.81. She stated she would be happy to answer any questions on any of those invoices.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Check Register for \$272,876.81, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated that the financials were included in the packet for review through the month of September. There was no action necessary.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

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TWELFTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Eric Lavoie

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Chairman/Vice Chairman