

**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 Thursday, **April 4, 2024** 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 *joined late*  
Jessica Petrucci  
Emily Cassidy  
Lindsey Roden

Chairperson  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Monica Virgen *by Zoom*  
Marshall Tindall  
Savannah Hancock  
Rey Malave  
Chace Arrington *by Zoom*

District Manager, GMS  
District Manager, GMS  
Field Manager, GMS  
District Counsel, Kilinski Van Wyk  
District Engineer, Dewberry  
District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. There were three Supervisors present 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 and no members of the public joining via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 4,  
2024 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the January 4, 2024 Board of Supervisor meeting and asked for any questions, comments, or corrections. The Board had no changes to the minutes.

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On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, the Minutes of the January 4, 2024 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated this is the annual renewal of that contract.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Change Order from Tucker Paving (to be provided under separate cover)**

Ms. Hancock stated the District direct purchased materials for the construction of Phase 4. They change ordered those materials. They returned the materials because excess that was not needed and the District was refunded. This would add the refunded cost back into contract to pay Tucker for them.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, the Change Order from Tucker Paving, was ratified.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock had nothing further. She reminded the Board of ethics training.

**B. Engineer**

Mr. Arrington had nothing to report at this time.

**C. Field Manager’s Report**

**i. Consideration of Review and Proposal for Wildlife Caution Signs**

Mr. Tindall presented the Field Manager’s Report which included satisfactory maintenance of facility, playground inspection complete and repairs were made, tree lifting and trimming ongoing, construction trash removal from ponds in Phase 3, bank clearing completed, solar light

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replaced at mailbox, fence repairs, and traffic sign straightening. Wildlife caution signs were sent to the insurance company for review and there were some minor adjustments. The GMS proposal for 26 wildlife signs is \$4,234.12.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, the GMS Proposal for Wildlife Caution Signs, was approved.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented the check register. She noted she would be happy to answer any questions on any of the invoices.

*\*Eric Lavoie joined the meeting at this time.*

On MOTION by Ms. Roden, seconded by Ms. Cassidy, 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. There was no action necessary.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

A resident entered the meeting requesting information on HOA management company and future phase questions. Ms. Burns noted this is a CDD meeting and not the HOA so she has no information on that. She noted this Board will transition to residents as well. The process for CDD’s is the District has to be established for at least six years and have at least 250 registered voters. At that point, two of the five seats transition and when that happens you will have an insert in your ballot with seats for the CDD. If residents go to the Supervisor of Elections office, they can qualify for that. It is announced at the meeting. The CDD owns and maintains all of the

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common areas, amenities and roadways and HOA is things associated with private lots. She noted Phase 4 was the last phase so the community is built out and everything has been installed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn.

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

*Jill Burns*

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Secretary/Assistant Secretary

DocuSigned by:

*Eric Lavoie*

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Chairman/Vice Chairman