

**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, **August 1, 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	Chairperson
Emily Cassidy	Assistant Secretary
Lindsey Roden	Assistant Secretary
Bobbie Henley	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Monica Virgen	District Manager, GMS
Marshall Tindall	Field Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Lauren Gentry	District Counsel, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order and called the roll. There were four Supervisors present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen 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 May 2, 2024  
Board of Supervisors Meeting**

Ms. Virgen presented the minutes from the May 2, 2024 Board of Supervisor meeting and asked for any questions, comments, or corrections. The Board had no changes to the minutes.

July 25, 2024

Hammock Reserve CDD

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes of the May 2, 2024 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Opening the Public Hearing, was approved.

**A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget**

**i. Consideration of Resolution 2024-06 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds**

Ms. Virgen presented the resolution on page 15. The proposed budget for FY25 is \$842,100. The budget has not changed since the last time the Board saw it. This resolution states that 60 days prior to the public hearing, the proposed budget was provided to the county. It also memorialized that the budget has been noticed in accordance with Florida State Statute and published on the website.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, Resolution 2024-06 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, were approved.

**ii. Consideration of Resolution 2024-07 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Virgen stated that this resolution certifies the assessment roll for collection on the Polk County Tax Bill based on the budget the Board just approved.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, Resolution 2024-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-08 Designation of a Regular Monthly Meeting**

July 25, 2024

Hammock Reserve CDD

**Date, Time, and Location for Fiscal Year 2024/2025**

Ms. Virgen noted the regular monthly meetings will be held on the first Thursday of each month at 9:30 a.m. at the same location.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, Resolution 2024-08 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of the Adoption of Goals and Objectives for the District**

Ms. Virgen stated there was a change in Florida Statute that now requires Districts to adopt a set of goals and objectives. This needs to be completed by October 1<sup>st</sup>.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2023 Audit Report**

Ms. Virgen stated that they are required to obtain an annual independent audit. The Fiscal Year 2023 audit report is in the package for review. It is a clean audit with no findings or recommendations.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

**EIGHTH ORDER OF BUSINESS**

**Presentation of Arbitrage Rebate Reports from AMTEC**

- A. Series 2021 AA2 Project Bonds**
- B. Series 2022 AA3 Project Bonds**

Ms. Virgen stated the District is required to demonstrate that they do not earn more interest than what they pay on the bonds.

July 25, 2024

Hammock Reserve CDD

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the Arbitrage Rebate Reports from AMTEC for Series 2021 AA2 Project Bonds and Series 2022 AA3 Project Bonds, was approved.

**NINTH ORDER OF BUSINESS**

**Ratification of Special Warranty Deed for Phase 3 Parcels**

Ms. Virgen stated this has been completed, they are just looking for a motion to ratify it.

On MOTION by Ms. Cassidy, seconded by Ms. Roden, with all in favor, the Special Warranty Deed for Phase 3 Parcels, was ratified.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being no comments, the next item followed.

**B. Engineer**

There being no comments, the next item followed.

**C. Field Manager’s Report**

Mr. Tindall reviewed the Field Manager’s report.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, Authorizing District Counsel to Draft an Agreement with Homeowner at Maddie Dr. for Access to Easement with Refundable Deposit of \$500, was approved.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Virgen presented the check register. She offered to answer any questions from the Board.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Check Register, was approved.

**ii. Balance Sheet & Income Statement**

Ms. Virgen stated these are in the agenda package for review, but there is no action necessary.

July 25, 2024

Hammock Reserve CDD

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen 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

Signed by:

*Bobbie Henley*

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Chairman/Vice Chairman