

**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, **November 7, 2024** at 9:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Henley	Chairperson
Emily Cassidy	Vice Chairperson
Lindsey Roden	Assistant Secretary
Jessica Spencer	Assistant Secretary
Joe Braddy <i>by Zoom</i>	Assistant Secretary

Also present were:

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen stated there were no members of the public present at the meeting.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members**

Ms. Virgen presented the oath of office to Jessica Spencer and Emily Cassidy.

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**B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election**

Ms. Virgen presented the results of the election. Joe Braddy fills seat #1 with 50 votes and will serve a 4-year term. Emily Cassidy fills seat #2 with 45 votes and will serve a 2-year term. Jessica Spencer fills seat #4 with 50 votes and will serve a 4-year term.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**C. Election of Officers**

**D. Consideration of Resolution 2025-02 Electing Officers**

Ms. Virgen stated Bobbie Henley will be Chair, Lindsey Roden as Vice Chair, Joe Braddy, Emily Cassidy and Jessica Spencer will be Assistant Secretaries. Jill Burns will serve as Secretary, Monica Virgen and George Flint from GMS will serve as Assistant Secretaries.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-02 Election of Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the September 5, 2024 Board of Supervisors Meeting**

Ms. Virgen presented the minutes from the September 5, 2024 Board of Supervisor meeting and asked for any questions or corrections. She noted that the minutes have been reviewed by staff.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Minutes of the September 5, 2024 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resident Request for Addition of Stop Signs in Community**

Ms. Virgen stated a lot of residents have been reaching out to a resident police officer because of speeding in the community. He reviewed where the speeding is happening and sent that to the engineering team. Mr. Malave suggested adding two stop signs to improve safety. A diagram is on page 22 of the agenda.

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On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Resident Request for Addition of Stop Signs in Community, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-03 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County**

Ms. Gentry noted Florida Statutes implemented a new law that allows online publication instead of newspapers for certain things. The county or city has to adopt it first and state they have made a website that the District is able to utilize. Polk County has done that so now the Districts located in Polk County are able to utilize that. Ms. Burns noted they would publish an ad stating the District will utilize this online publication so the residents will know to go to this website.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-03 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Phase 3 Special Warranty Deed**

Ms. Hancock stated this is a deed transferring to the District the internal roadways in different tracts that are going to be CDD owned and maintained. They were ready for turnover so this was executed.

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

**EIGHTH ORDER OF BUSINESS**

**Ratification of Audit Services Engagement Letter for Fiscal Year 2024 Audit Services with Grau & Associates**

Ms. Virgen presented the audit engagement letter from Grau. This proposal has already been signed and is NTE \$9,200 for FY24.

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On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2024 Audit Services with Grau & Associates, was ratified.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock had nothing to report but offered to take any questions.

**B. Engineer**

**i. Ratification of Work Authorization 2024-01 to Prepare Annual Engineering Report**

Mr. Malave stated this authorization was signed to prepare an annual Engineer’s Report as required by the bond indentures and asked for ratification.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, Work Authorization 2024-01 to Prepare Annual Engineering Report, was ratified.

**ii. Presentation of 2024 Annual Engineering Report**

Mr. Malave noted the report was completed and submitted and is on page 57 of the agenda package. He worked with staff on any maintenance that was required or needed and provided a letter stating everything is in order.

On MOTION by Ms. Cassidy, seconded by Ms. Spencer, with all in favor, the 2024 Annual Engineering Report, was approved.

**iii. Ratification of Work Authorization 2025-01**

Ms. Virgen presented Work Authorization 2025-01 for general engineering services for FY25.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Work Authorization 2025-01, was ratified.

**C. Field Manager’s Report**

**i. Consideration of Resident Request to Add Pet Waste Stations in Community**

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Mr. Tindall presented a proposal for dog waste stations in Phase 4 and the North side for approximately \$1,200 for purchase/install. CSS would be the service contractor, emptying two times a week. Service for the additional 2 stations would be \$100 per month. This item was tabled to a future meeting agenda.

**ii. Consideration of Pool Service Renewal and Increase**

Mr. Tindall presented a letter from the pool vendor for renewal with an increase from \$1,880 a month to \$1,975. No change in service scope.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Pool Service Renewal and Increase, was approved.

**iii. Consideration of Requests for Janitorial and Landscape**

Mr. Tindell noted no change in janitorial or landscape cost or service. He recommended to continue with the standard renewal for this fiscal year.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Requests for Janitorial and Landscape, was approved.

**D. District Manager’s Report**

Ms. Virgen noted a claim has been filed with EGIS and is in progress.

**i. Approval of Check Register**

Ms. Virgen presented the check register from August 28<sup>th</sup> through October 24<sup>th</sup> totaling \$118,658.73. A detailed run summary follows the check register.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Check Register totaling \$118,658.73, was approved.

**ii. Balance Sheet & Income Statement**

Ms. Virgen stated the unaudited financials through September 30, 2024 are on page 72 of the agenda package. These are for informational purposes.

**iii. Reminder: 4 Hours of Ethics Training Must be Completed by 12/31/24**

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Ms. Virgen reminded the Board of the required training.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen asked for a motion to adjourn.

On MOTION by Ms. Henley, 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