

*Hammock Reserve
Community Development District*

Meeting Agenda

April 3, 2025

AGENDA

Hammock Reserve

Community Development District

219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

March 27, 2025

Board of Supervisors Meeting Hammock Reserve Community Development District

Dear Board Members:

A **Board of Supervisors Meeting** of the **Hammock Reserve Community Development District** will be held **Thursday, April 3, 2025 at 9:30 AM** at the **Holiday Inn—Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880.**

Zoom Video Link: <https://us06web.zoom.us/j/82349741895>

Zoom Call-In Number: 1-646-876-9923

Meeting ID: 823 4974 1895

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (Public Comments will be limited to three (3) minutes each)
3. Approval of Minutes of the February 6, 2025 Board of Supervisors Meeting
4. Consideration of Resolution 2025-04 Approving the Proposed Fiscal Year 2025/2026 Budget (Suggested Date: July 3, 2025) and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget (*resolution and budget to be provided under separate cover*)
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - i. Discussion of Memo Regarding Speed Control Devices within the Community
 - C. Field Manager's Report (*to be provided under separate cover*)
 - D. District Manager's Report
 - i. Approval of Check Register (*to be provided under separate cover*)
 - ii. Balance Sheet & Income Statement (*to be provided under separate cover*)
6. Other Business
7. Supervisors Requests and Audience Comments
8. Adjournment

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Audit Services
 - A. Approval of Request for Proposals and Selection Criteria
 - B. Approval of Notice of Request for Proposals for Audit Services
 - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

MINUTES

**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, February 6, 2025** at 9:36 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Henley	Chairperson
Lindsey Roden	Vice Chairperson
Emily Cassidy	Assistant Secretary
Jessica Spencer	Assistant Secretary
Joe Braddy	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Marshall Tindall <i>by Zoom</i>	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. Five Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen stated this was the time for public comments on the agenda items. She stated there were no members of the public present on zoom and asked for public comment from those present in-person.

Resident (Bill Wenger, 6151 Hammock Island Way) asked if they could have permission to install a Purple Martin house at the end of the walkway on the CDD tract. He discussed the benefits of having Purple Martins. His written request is contained in the agenda packet.

Resident (Pedro Perez, 3565 Yarian Drive) made a comment on speeding on the roadways. He stated that he would prefer speed bumps instead of additional signs. He discussed the safety concerns. Mr. Malave stated the roadways are owned by the city and the CDD would have to get approval through

the city and identify locations for the bumps. He noted the cost would be between \$3,000 to \$8,000. Ms. Virgen stated there were not funds in the budget for this fiscal year but could be considered for the next budgeting year. She noted that it may increase assessments.

Discussion ensued on the Board option to consider this for next year, resident concerns of having them by their house, how many communities have installed speed bumps, a traffic study that would be required, approval from the city, flashing signs, and enforcement. Another large concern was the increase in assessments for residents. Mr. Malave suggested he contact the city to inquire on the process and the costs.

THIRD ORDER OF BUSINESS**Organizational Matters****A. Administration of Oaths of Office to Newly Elected Board Member Joe Braddy (Seat #1) (Elected November 7, 2024 Landowners Meeting)**

Ms. Virgen administered the oath of office to new Supervisor Joe Braddy in Seat #1, elected on November 7, 2024 at the Landowners' meeting.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the November 7, 2024 Landowners' Meeting and November 7, 2024 Board of Supervisors Meeting**

Ms. Virgen presented the minutes from the November 7, 2024 Landowners' Meeting and the November 7, 2024 Board of Supervisor meeting and asked for any questions or corrections. She noted that the minutes have been reviewed by staff. The Board had no changes.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Minutes of the November 7, 2024 Landowners' Meeting and the November 7, 2024 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS**Consideration of Resident Request Regarding Installation of Purple Martin Nest on CDD Common Area Tract**

Ms. Virgen stated a resident has requested the installation of a Purple Martin nest on CDD Common area tract on Phase 3. She added Mr. Wenger provided information regarding the Purple Martins. Discussion ensued on the ability to remove the nest if needed, upkeep is the responsibility of the resident to maintain, the location in the community, issues with mowers, walking trail in the area, and other nest locations in the community. Ms. Virgen will begin process of agreement.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Resident Request Regarding Installation of Purple Martin Nest on CDD Common Area Tract, was approved.

SIXTH ORDER OF BUSINESS**Discussion Regarding Installation of Additional Road Signage in District**

Mr. Tindall provided a map of the locations of the additional 5 turns signs and 5 speed signs. Mr. Tindall asked for consideration to match other signs. He commented on the need in the different phases and the concern of the installation not affecting the speeding. He recommended corner signs, which would need city approval. Board member asked about clarification on missing signs and other areas needing replacement. He discussed the specific locations, and the map was provided for an overview. The Board suggested residents reach out to the police department and this would be the most efficient and cost effective.

Mr. Braddy asked for clarification if there were signs missing that must be replaced by code. Mr. Tindell responded the two in red on the map. There was no action on this item.

SEVENTH ORDER OF BUSINESS**Presentation of Arbitrage Rebate Report for Series 2020 Assessment Area One Project Bonds from AMTEC**

Ms. Virgen provided an overview of the arbitrage report that was completed by AMTEC. She noted there is a negative arbitrage amount which shows the District is not earning more interest than they pay.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Arbitrage Rebate Report for Series 2020 Assessment Area One Project Bonds from AMTEC, was approved.

EIGHTH ORDER OF BUSINESS**Consideration of 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Virgen stated this is an annual agreement with the Polk County Property Appraiser and clarifies the district will hold exempt any records that Polk County holds exempt.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

NINTH ORDER OF BUSINESS**Consideration of 2025 Contract Agreement
with Polk County Property Appraiser**

Ms. Virgen stated this is a contract agreement with Polk County Property Appraiser that allows the district to place the property assessments on the Polk County Property Tax bill.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the 2025 Contract Agreement with Polk County Property Appraiser, was approved.

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

Ms. Hancock noted the agreement with the resident will be drafted and sent out. She reminded the Board of the 4 hours of ethics training requirements for the new fiscal year. She noted the Board could complete them online. Mr. Braddy asked if he needed to complete by January and it was noted he had to complete it by December 31st.

B. Engineer

Mr. Malave stated he had no additional information with the exception of the signage.

C. Field Manager's Report**i. Consideration of Resident Request to Add Pet Waste Stations in Community (*tabled from November 7, 2024 Board of Supervisors Meeting*)**

Mr. Tindall presented the field managers' report that included updates on the amenity area repairs on pavers, Lanai area fan switch replacement, the landscape spring refresh, consideration of annuals at the front entrance for the new budget, pond algae and low water levels, general maintenance, routine maintenance on holiday lighting, dog park updates, updates to the fence, bench work, stop signs installed, fencing delays and Phase 4 completion, trash issues, installation of dumping restrictions, and consideration of a dog station in Phase 4 which does not have one currently. He noted there have been resident complaints about not having a dog station in that phase.

Ms. Spencer asked about the cost of a dog station. He noted there is a proposal for a dog station that includes delivery and installation and a \$50 monthly fee for pick up added to the contract. He added this would be a total of \$684 a year added to the janitorial for maintenance with contingency. He stated if this started March 1st they would have 7 months and it would total \$350 for the remainder of the year. It was noted in his contingency he had budget of \$6,000 a year for field. She added currently as of December 31st he had spent \$1,050, so there would be funds in the budget.

On MOTION by Ms. Spencer, seconded by Ms. Cassidy, with all in favor, the Request to Add a Pet Waste Station in the Community, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register from October 25, 2024 through January 23, 2025 totaling \$1,480,024.43. A detailed run summary follows the check register.

On MOTION by Ms. Cassidy, seconded by Ms. Roden, with all in favor, the Check Register totaling \$1,480,024.43, was approved.

ii. Balance Sheet & Income Statement

Ms. Virgen stated the unaudited financials through December 31, 2024 are included in the packet. She added these are only for informational purposes.

ELEVENTH ORDER OF BUSINESS

Other Business

Ms. Virgen asked the Board for permission to read a public comment from Richard Rodriguez, Simon Watson, Aisha Collazo, and Melany Sanchez. She added copies have been provided to each Board member.

The comment was regarding the meeting schedule specifically the weekday meetings at 9:30 a.m. They stated this time for meetings is completely out of touch for working homeowners making it nearly impossible to attend. Homeowners do not have an opportunity to address concerns and this discourages participation. The request was made to adjust the meeting to allow for participation.

Ms. Virgen responded to the residents and advised them of the various steps the Board has taken to allow for community involvement including the Zoom line availability, the minutes are posted to the website, the ability of residents to request recordings if they cannot attend the meeting in person, the ability for residents to send in public comments, and they do not have to wait until the meetings to bring up problems they can reach out to the District manager at any time. She added the concerns can be addressed outside the meetings. She added the Board can consider this request, but there are many ways to allow for resident participation.

District Counsel stated it is the Board's discretion of when they hold the meeting. There is no legal requirement but there is a requirement for the Board quorum for making decisions. She explained the Board shift to homeowner members.

Resident (Donna Kingston, 3946 Whitney Lane) asked the question on the annuals in the front of the community and having a water restriction would this be feasible.

Resident (Pedro Perez) commented on the no parking restriction zones and the concerns. Ms. Virgen stated the District has adopted parking policies in Phase 1 and Phase 2. She added in Phases 3 and 4 there is a city ordinance and that will override other policies. She added the CDD cannot enforce parking policies in these areas. Issues can be reported to local officials.

Discussion ensued on the lack of common area parking, parking for visitors, ordinances on no street parking, towing vendor is not available, and to let District manager know of parking violations.

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 Ms. Cassidy, seconded by Ms. Spencer, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

*Budget and
Resolution will
be provided
under separate
cover.*

SECTION V

SECTION B

SECTION 1



MEMORANDUM

DATE: March 17, 2025

TO: Hammock Reserve CDD Board of Supervisors

FROM: Dewberry Engineers

SUBJECT: Hammock Reserve Speed Control Devices.

Message

The board of supervisors had expressed interest in installing speed control devices around the district to reduce the amount of speeding vehicles that had been observed and reported on district roads. We were asked by the board to investigate what would be required by Haines City to install these devices.

After contacting the city planner, we were informed that the district would first need to determine where it would like to place these speed control devices, and what kind it would like to install. The district would then need to submit this as a formal request to the Haines City Public Service Admin, James Keene, for approval. After Approval by the city a traffic study would also be necessary prior to installation.

Additionally, depending on which speed control devices are selected, approval may also need to be obtained by emergency response services, and these devices can impede their response time.

SECTION C

*Item will be
provided under
separate cover.*

SECTION D

SECTION 1

*Item will be
provided under
separate cover.*

SECTION 2

*Item will be
provided under
separate cover.*

Audit Committee Meeting

SECTION III

SECTION A

**HAMMOCK RESERVE COUNTY COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2025
Polk County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Monday, April 28, 2025 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Monica Virgen/Samantha Ham, District Manager, 219 East Livingston Street, Orlando, Florida 32801.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – Hammock Reserve Community Development District**” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The cost of the provision of the services under the proposal for Fiscal Year 2025, plus the cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**HAMMOCK RESERVE COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION EVALUATION CRITERIA**

1. *Ability of Personnel.*

(20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

2. *Proposer's Experience.*

(20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work.*

(20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.*

(20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. *Price.*

(20 Points)

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

TOTAL

(100 Points)

SECTION B

HAMMOCK RESERVE COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Hammock Reserve Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2025, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Haines City, Polk County, Florida. The District currently has an operating budget of approximately \$842,100. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2025, be completed no later than June 1, 2026.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Monica Virgen/Samantha Ham, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Hammock Reserve Community Development District.**"

Proposals must be received by **5:00 PM on Monday, April 28, 2025**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Monica Virgen, District Manager
Governmental Management Services – Central Florida, LLC

Run Date: **Monday, April 14, 2025**