

**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 3, 2025** 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
Lindsey Roden	Vice Chairperson
Jessica Spencer	Assistant Secretary
Joe Braddy	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Savannah Hancock <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Marshall Tindall	Field Manager, GMS
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry Engineering
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry Engineering

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 noted no members of the public were present nor joining by Zoom.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the February
6, 2025 Board of Supervisor Meeting**

Ms. Virgen presented the minutes of the February 6, 2025 Board of Supervisors meeting and asked for any comments or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Minutes of the February 6, 2025 Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS**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**

Ms. Virgen stated that Resolution 2025-04 would approve the proposed budget listed as Exhibit 'A' and sets the public hearing for Thursday July 3, 2025 at 9:30 a.m. at 375 Avenue A, Southeast, Winter Haven, Florida 33880. Ms. Virgen stated that approval of this resolution would also allow District staff to transmit the proposed budget to Polk County and the City of Haines City at least 60 days prior to the public hearing and it would also allow District staff to post the proposed budget on the District website and publish a notice in the newspaper in accordance with Florida statutes. She reviewed the proposed budget with the assessments proposed to stay the same as last year.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2025-04 Approving the Proposed Fiscal Year 2025/2026 Budget and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget on July 3, 2025, was approved.

A. Presentation of Proposal from Festive Glow for Holiday Lighting Budget Estimate

Mr. Tindall reviewed holiday lighting options from Festive Glow. He recommended entering into a contract by July/August to get the lights scheduled for December. The Board would like to stay in the \$15K range and check on the solar issue. No action was taken at this time.

EIGHTH ORDER OF BUSINESS**Appointment of Audit Committee**

Ms. Virgen noted typically the Board of Supervisors are appointed as the Audit Committee for purposes of electing the auditor for the District.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Appointing the Board of Supervisors as the Audit Committee, was approved.

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

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

B. Engineer**i. Discussion of Memo Regarding Speed Control Devices within the Community**

Mr. Arrington provided an update on what is required to get the speed devices approved. First would be determining where the devices need to be installed and submit a formal request to the public services administrator. Once approved, a traffic study is required. Lastly, they will need to submit this to emergency services due to concern for speed devices slowing down response times.

C. Field Manager's Report**i. Consideration of Proposal for Mulching from Prince & Sons (to be provided under separate cover)**

Mr. Tindall noted Phase 4's mulch was touched up in June of this past year. Phase 1-3 is in need of more mulch which would be about \$7,000. Mr. Tindall recommended doing A1 through 3 and B.

ii. Consideration of Request from Pool Maintenance Vendor (Resort Pool Services) for an Increase in Service Costs Effective October 2025

Mr. Tindall noted the pool vendor requested a 3% increase. The increase is included in the budget.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Request from Resort Pool Services for an Increase in Service Costs Effective October 2025, was approved.

iii. Consideration of Proposals from Landscaper for Tree Replacements throughout the Community

- a) From Phase 3 Pond to Playground**
- b) Phase 3 Playground/Mailboxes Area**
- c) Phase 3 Dog Park Fenced Area & Outside Fence**
- d) Phase 3 Side Loop**

Mr. Tindall discussed someone tampering with the irrigation controller while the trees were establishing which led to some dead trees and stressed trees. The replacement proposals consist of Cypress trees. He recommended doing some trees now and deferring some to later.

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On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Items B, C, D and Mulching Proposal (Items A1 - A3 and C on Summary Page), was approved.

- iv. **Consideration of Additional Dog Waste Stations in Community**
 - a) **Consideration of Proposal for Purchase and Installation of Dog Waste Stations**
 - b) **Consideration of Proposal from Janitorial Maintenance Vendor for Dog Waste Station Collection Services**
 - c) **Presentation of Maps Denoting Waste Removal Locations**

The Board discussed installing additional dog stations. Mr. Tindall will bring back a plan for additional dog stations and bag dispensers to place near trash cans. No action was taken at this time.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register from January 24, 2025 through March 21, 2025 totaling \$184,346. Immediately following is a detailed run summary.

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 noted the unaudited financials through February 28, 2025 are on page 79 of the agenda package. These are for informational purposes only.

SIXTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

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Ms. Virgen asked for a motion to adjourn.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Meeting was Adjourned, was approved.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Bobbie Henley

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Chairman/Vice Chairman