

**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, June 5, 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
Emily Cassidy	Assistant Secretary
Jessica Spencer	Assistant Secretary
Joe Braddy	Assistant Secretary

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen noted that no members of the public were present in person, and there was one resident who joined by Zoom. Resident (Mr. Lewis) had a parking related comment or question. Ms. Virgen stated that parking was on the agenda.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the April 3, 2025,
Board of Supervisors Meeting**

Ms. Virgen presented the minutes of the April 3, 2025, Board of Supervisors meeting and asked for any comments or corrections. Board member noted that Ms. Roden was Vice Chair instead of Assistant Secretary.

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On MOTION by Mr. Braddy, seconded by Ms. Cassidy, with all in favor, the Minutes of the April 3, 2025, Board of Supervisors Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award

Ms. Virgen stated that they needed a motion to accept the rankings that were approved. She noted that the audit committee ranked Grau & Associates #1, DiBartolomeo #2, and Carr Riggs #3.

On MOTION by Ms. Spencer, seconded by Ms. Cassidy, with all in favor, Accepting the Rankings of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award to Grau & Associates, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-05 Setting a Public Hearing on the Adoption of Amended Parking & Towing Policies

Ms. Virgen stated that they had a proposed public hearing date of August 7, 2025, at 9:30 a.m. at the Holiday Inn in Winter Haven. Ms. Virgen noted that following the resolution was the proposed updated policies. Ms. Hancock mentioned that she had been receiving numerous concerns in Polk County regarding the enforcement of towing policies. She said that towing companies will not tow a car if it's blocking a driveway unless it's outlined in the guidelines. Therefore, they want to amend the language on the policy so that it will give law enforcement permission to tow a vehicle in violation.

Ms. Virgen noted that with the change in the language of these policies, there would need to be a change in the signage throughout the community and each of the phases. Ms. Virgen added that they would hold a public meeting hearing in August.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, Resolution 2025-05 Setting a Public Hearing on the Adoption of Amended Parking & Towing Policies on August 7, 2025 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock had nothing to report but was happy to answer any questions. She reminded everyone to complete their ethics training.

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B. Engineer**i. Consideration of Work Authorization 2025-02 from Dewberry for Preparation of the Annual Engineering Report**

Mr. Arrington provided the proposed work order on the agenda which was for the annual Engineer's report required by their Trust Indenture for the fiscal year. He added that they estimated a budget of \$2,000, plus other direct costs.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Work Authorization 2025-02 from Dewberry for Preparation of the Annual Engineering Report, was approved.

C. Field Manager's Report**i. Discussion Regarding Holiday Lighting Options**

Mr. Tindall noted that the amenity was doing well, but they had experienced a major water break and the city shut off water to the facility for half a day. He stated that they had increased service to both pools, six times a week, and janitorial services, approximately four times a week. He said that if they needed additional information, he would bring it to the Board's attention. Mr. Tindall added that the shade structures were up in time for the new season. He noted that a small black snake had been removed from the pool. He stated that they were monitoring the showers. There had been a few complaints that the shower was running too frequently. Mr. Tindall inspected it and found that it was a little too tight. He loosened it up, but if the problem persists, they will replace the valve.

Mr. Tindall stated that the landscaping looked good. There were new trees. He added that the trees had been replanted at the dog park. The wall mold was done. The roads still didn't look great with all the utility work going on, but after the utility work was completed that would improve. He added there was nothing to report on the landscaping. The ponds look good; there are no issues. The trash seemed to be under control. He noted putting a few stop signs back up. Mr. Tindall stated that they were developing parking plans and attempting to compile a proposal and map. He said that Phase Two was weak on the eastern side, an area reasonably close to the three dog parks.

Mr. Tindall stated that based on current pricing the cost for holiday lighting would be \$15,750 if they installed basic lighting around all five entrances of the amenity. He noted that the price was around \$ 1,000 per entrance. For the battery version, the cost would be approximately \$3,000 per entrance. A total of \$20,000 was allotted for holiday decorations.

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On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Holiday Lighting Option Not to Exceed \$15,750 for Lights with Festive Glow, was approved.

ii. Consideration of Additional Dog Waste Stations in the Community
a) Consideration of Proposal for Purchase and Installation of Dog Waste Stations

Mr. Tindall noted that the area close to other dog parks would be a perfect location. He asked if the Board would consider installing another one to make a motion to approve.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Proposal for Purchase and Installation of Dog Waste Stations, was approved.

b) Consideration of Proposal from Janitorial Maintenance Vendor for Dog Waste Station Collection Services

Ms. Virgen stated that she wanted a motion to approve the increase of work for the janitorial maintenance services for the dog waste stations.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Proposal from Janitorial Maintenance Vendor for Dog Waste Station Collection Services, was approved.

c) Presentation of Maps Denoting Waste Removal Locations

Mr. Tindall presented the maps, which denoted the locations of the waste removals.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register for the period from March 22, 2025, through May 22, 2025, totaling \$581,764.19. Immediately following is a detailed run summary.

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

ii. Balance Sheet & Income Statement

Ms. Virgen noted the unaudited financials through April 30, 2025, are on page 117 of the agenda package. These are for informational purposes only.

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iii. Presentation of Number of Registered Voters – 947

Ms. Virgen stated that they had the presentation of the number of registered voters within the District. There were 947 registered voters within the Hammock Reserve Community Development District as of April 15, 2025.

iv. Reminder to Board Members to File Form 1's by the July 1, 2025, Deadline

Ms. Virgen noted a reminder to Board Members to File Form 1 by the deadline of July 1, 2025.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Virgen asked for a motion to adjourn.

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

Secretary/Assistant Secretary

Signed by:

Bobbie Henley

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Chairman/Vice Chairman