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, **September 4, 2025** at 9:31 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd, Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Shockley	Chairperson
Lindsey Roden	Vice Chairperson
Jessica Spencer	Assistant Secretary
Joe Braddy	Assistant Secretary

Also present were:

Katie O'Rourke	District Manager, GMS
Jill Burns	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS
Joey Duncan *by Zoom*	District Engineer, Dewberry
Chace Arrington *by Zoom*	District Engineer, Dewberry

FIRST ORDER OF BUSINESS **Roll Call**

Ms. O'Rourke called the meeting to order and took roll call. Four Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS **Public Comment Period**

Ms. O'Rourke noted that no members of the public were present in person as well as no members joining the Zoom line for comment at this time.

THIRD ORDER OF BUSINESS **Approval of the Minutes of the July 3, 2025 Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes of the July 3, 2025 Board of Supervisors meeting and asked for any comments or corrections. The Board had no changes to the minutes and there was a motion of approval

> On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Minutes of the July 3, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2025-10 Ratifying Actions Taken to Reschedule Public Hearing for Amended and Restated Rules Relating to Parking and Parking Enforcement**

Ms. O'Rourke presented the resolution and noted that the staff had previously noticed an earlier public hearing but there was a change in Florida statutes regarding notice time needed that took effect July 1st. The public hearing on rules relating to parking and parking enforcement was re-noticed for today's meeting and this item ratifies that action taken by staff.

> On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-10 Ratifying Actions Taken to Reschedule Public Hearing for Amended and Restated Rules Relating to Parking and Parking Enforcement, was approved.

FIFTH ORDER OF BUSINESS **Public Hearing**

A. Consideration of Resolution 2025-11 Adopting Amended and Restated Rules Relating to Parking and Enforcement

Ms. O'Rourke noted that this public hearing has been advertised in the paper and asked for a motion to open the hearing.

> On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, Opening the Public Hearing, was approved.

Ms. O'Rourke stated for the record that there were no members of the public present to provide comments and presented the resolution to the Board. Staff provided updated parking maps to add parking policies in phases three and four and begin enforcement of those policies. Ms. O'Rourke reminded the board that as discussed in a previous board meeting that there is no on street parking in phases 3 and 4 per construction and development plans that were approved with the city prior to home construction. Ms. O'Rourke also explained that this would update the language in the parking rules in phases one and two, and instead of using odd and even verbiage to indicate where parking is allowed, we would now use "No parking unless where indicated by signage" She also noted for the board that this update to language would not change the existing parking rules just make the language more uniform throughout the community. She offered to answer any Board questions.

> On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2025-11 Adopting Amended and Restated Rules Relating to Parking and Enforcement, was approved.

B. Signage Plan

The signage plan was included in the agenda package for Board review.

C. Proposal for Signage

Ms. O'Rourke presented the proposal for signage from GMS totaling $9,965.50 and offered to answer any Board questions.

> On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Proposal for Signage, was approved.

Ms. O'Rourke asked for a motion to close the public hearing.

> On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Closing the Public Hearing, was approved.

SIXTH ORDER OF BUSINESS **Consideration of Dewberry Work Authorization 2026-1 for Fiscal Year 2026 Engineering Services**

Ms. O'Rourke presented the work authorization from Dewberry for Fiscal Year 2026 engineering services. A copy was also provided in the agenda package for review.

> On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Dewberry Work Authorization 2026-1 for Fiscal Year 2026 Engineering Services, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-12 Setting a Public Hearing to Amend Rules of Procedure**

A. Memo

B. Redline of Proposed Amended Rules

Ms. Hancock summarized some changes implemented by legislature that impact special Districts. Most of those changes are reflected in the rules and procedures so they are going through and updated them to reflect the changes to fit with the current law. She offered to answer any Board questions before Ms. O'Rourke asked for a motion of approval.

> On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-12 Setting a Public Hearing to Amend Rules of Procedure, was approved.

EIGHTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Hancock had nothing to report but was happy to answer any questions. There being no questions, the next item followed.

B. Engineer

There was not an update from the engineering team and the next item followed.

C. Field Manager's Report

Mr. Bailey reviewed the field management's report which can be found in the agenda package and summarized its contents for the Board. Mr. Bailey answered a question from board member Braddy regarding the landscaping vendor and if we are happy with the current vendor. Mr. Bailey indicated they have been consistent but if there are any issues to let him know.

D. District Manager's Report

i. Prime HOA office

Ms. O'Rourke noted that moving forward the meeting time will be moved to 10:30 a.m. and the meeting location will be at the prime HOA office

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Moving the Meeting Location to Prime HOA Office, was approved.

ii. Approval of Check Register

Ms. O'Rourke presented the check register from June 20th through August 21st. There were no questions followed by a motion of approval.

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

iii. Balance Sheet & Income Statement

Ms. O'Rourke noted the unaudited financials through the end of the month were provided in the agenda for Board review and no action is necessary.

iv. Approval of Amenity Policy Clarification Regarding Access Card Issuance

This item updates the language regarding amenity access cards and when they are issued. They will be issued to residents prior to registering for amenity access and not at the closing of their home sale.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Amenity Policy Clarification Regarding Access Card Issuance, was approved.

NINTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS **Adjournment**

Ms. O'Rourke asked for a motion to adjourn.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the meeting was adjourned.

Signed by:
Katie O'Rourke
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Secretary/Assistant Secretary

Signed by:
Bobbie Shockley
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Chairman/Vice Chairman