Docusign Envelope ID: 27CEAEE5-12E1-448A-A2C8-95C5DBAB3B48

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 6, 2025** at 10:30 a.m. at the Offices of Prime Community Management, 375 Avenue A SE, Winter Havem, FL 33880.

Present and constituting a quorum:

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

Also present were:

Katie O'Rourke	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS
Rey Malave *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 opened the public comment period.

John Hart (4716 Bernard Blvd) commented on the rule change regarding parking on the street that began in October. He stated that he is here today for clear guidance on who is responsible for the decision to change the rule. He also proposed a solution to use the vacant unused lots that are available within their community to use as relief parking for the residents, especially those with mobility challenges. He thanked the Board for their time and consideration. He stated he

Docusign Envelope ID: 27CEAEE5-12E1-448A-A2C8-95C5DBAB3B48

hopes they can work together for a very reasonable solution. Ms. O'Rourke thanked Mr. Hart. She responded that they will be addressing parking today during the meeting.

THIRD ORDER OF BUSINESS **Approval of the Minutes of the September 4, 2025 Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes of the September 4, 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. Roden, seconded by Ms. Spencer, with all in favor, the Minutes of the September 4, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS **Public Hearing Regarding Adopting Amended and Restated Rules of Procedure**

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

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

A. Consideration of Resolution 2026-01 Adopting Amended and Restated Rules of Procedure

Ms. Hancock explained that in September at their last meeting they set this public hearing, and they went through and made updates to the rules of procedure. For residents and anyone who is unaware, she explained that their rules of procedure basically govern how the District works as it relates to getting vendors bidding out construction projects, noticing requirements for rules, etc. She explained that this past legislative session there were a handful of updates to the statutes that they needed to feed through into their rules of procedure. Most notably, she stated, would be their notice requirements for public hearings such as the one that relates to rules that the timeline is now 35 days and then 28 days of notice. She added that they have to give two months between setting a public hearing and then the adoption of final rules.

Docusign Envelope ID: 27CEAEE5-12E1-448A-A2C8-95C5DBAB3B48

Darnel Barnes (3093 Tabacco) asked if any public hearing was going to take at least two months. It was explained that there is a two month lead time now for any type of public hearing related to rules.

Donna Kingston (3946 Whitney Way) asked if there would be a change to the rule that allows outside people to buy passes to the pool. The response was that they are not able to remove that rule because they are a government entity which is required to be open to the public.

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

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

Ms. O'Rourke asked for approval to amend the rules of procedure.

> On MOTION by Ms. Spencer, seconded by Ms. Cassidy, with all in favor, Resolution 2026-01 Adopting Amended and Restate Rules of Procedure, was approved.

FIFTH ORDER OF BUSINESS **Ratification of Assignment Agreement for Towing Services with Downtown Tow & Hold**

Ms. O'Rourke noted this item is an administrative change to the agreement which they already did and sent to the towing vendors since they have changed their name from S&S Towing to Downtown Tow and Hold. She explained that all of the parameters of the agreement stayed the same except for the name change.

> On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Assignment Agreement for Towing Services with Downtown Tow & Hold, was ratified.

SIXTH ORDER OF BUSINESS **Discussion of Parking Policies**

Ms. Hancock provided a background to remind the Board of why the parking policies came up previously and what they implemented and why. She explained that Phases One and Two get to park on one side of the road and Phases Three and Four don't get to park on either side of the

Docusign Envelope ID: 27CEAEE5-12E1-448A-A2C8-95C5DBAB3B48

street pursuant to the requirements put in the development plans that were filed with the City of Haines City.

Ms. O'Rourke provided an update on what has happened since. She explained that they did a mailed notice to all the residents, they sent out a community wide email to all the residents, they updated the maps for parking in Phases One and Two and they let the residents know about the enforcement for parking in Phases Three and Four, which was set to begin on October 20th. She noted they had a ton of feedback from residents. She provided feedback from both sides of the argument. She explained that Mr. Bailey updated the maps, which are provided in the agenda package for review. Mr. Malave weighed in on the cost to have a member of the engineering team out to evaluate the community for adding a visitor lot or visitor spots, which would be between $1,500 to $2,500. There was so discussion on an estimate cost to build a parking lot, which was noted be between $15,000 to $20,000 to have at least five to six spaces, maybe 10.

Ms. Hancock noted that the Florida statutes are really specific with what special Districts can do as it relates to parking. They are only allowed to tow. They can engage a towing vendor to tow cars to help enforce parking policies, whether they come up with them themselves or if they're put on them by a city or county. Proposed options regarding the parking policies were presented to the Board for consideration. After discussion, the Board provided direction to have the District Engineer evaluate the community for an additional parking lot in Phases Three and Four. They also decided to continue enforcement of the existing parking policies put in place at the public hearing in September, but they will delay towing enforcement until January 5, 2026 after the holidays are over. The Board also asked District Counsel to get with the developer and inquire as to how to amend the development plans filed with the city. Ms. Hancock indicated she would get with the developer and report back to the board at the next meeting.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2026-02 Appointing an Assistant Secretary**

Ms. O'Rourke stated that they previously had Ms. Monica Virgen listed as an Assistant Secretary when she was serving as a District Manager. She explained that this resolution would remove Ms. Virgen as an Assistant Secretary and add herself to verify for Chair signature or sign other documents for the District.

Docusign Envelope ID: 27CEAEE5-12E1-448A-A2C8-95C5DBAB3B48

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2026-02 Appointing Katie O'Rourke as an Assistant Secretary, was approved.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2026-03 Amending the Fiscal Year 2025 Budget**

Ms. O'Rourke presented Resolution 2026-03. She noted a copy of the amended budget is included in the agenda package for review. She stated if the District goes over total expenses budgeted for the fiscal year, they are required to do a budget amendment and submit it by November 30th. She explained that the amended budget is largely due to fence repairs as a result of Hurricane Milton. She noted the accounting department said it was $44,453.74, which are costs that the District incurred as a result of Hurricane Milton. She pointed out that they filed an insurance claim for this and received an update this morning. It is still going through the final process, so they will receive payment for that minus the $10,000 deductible.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, Resolution 2026-03 Amending the Fiscal Year 2025 Budget, was approved.

NINTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Hancock reminded the Board to complete their ethics training by December 31st. She was happy to answer any questions.

B. Engineer

Mr. Malave stated he had nothing further to report but was happy to answer any questions.

C. Field Manager's Report

Mr. Bailey reviewed the Field Manager's report. He stated there was a problematic wasp nest that was removed and has not come back as of this time when taking the photos presented today. He noted the parking signs were installed. He also noted the amenity landscape is doing well. He pointed out that there isn't any major growth seen in the ponds. He explained that as they move to the colder weather, this prevents and slows down the new growth of algae.

Docusign Envelope ID: 27CEAEE5-12E1-448A-A2C8-95C5DBAB3B48

D. District Manager's Report

i. Approval of Check Register

Ms. O'Rourke presented the check register from August 22 through October 22, totaling $150,893.95. She noted District staff checked all the invoices for accuracy.

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

ii. 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.

TENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Ms. O'Rourke opened the public comment period.

Resident (John Hart, Kendra Hart, and Katherine Kane – 4716 Bernard Blvd) all spoke regarding inadequate parking, and a non-ADA compliant curb and a water fountain in the dog park. Mr. Bailey said he would look into the water fountain and the curb.

Resident (Bill Nolan) stated he is in favor of parking policies and noted how difficult it would be to get the city to modify the development plans.

Resident (Grace Berns, Tabago Drive) is concerned about the parking policies and wants to know where guests can park.

Resident (Natalie Lantigua, 5208 Maddie Drive) asked about assessment increase for parking lot and it was explained that assessments would increase throughout the community if they chose to fund such a large project.

Resident (Niurka Perez) commented that her concerns were already addressed.

TWELFTH ORDER OF BUSINESS Adjournment

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

Docusign Envelope ID: 27CEAEE5-12E1-448A-A2C8-95C5DBAB3B48

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

Signed by:
Katie O'Rourke
9B6110832D214E4...
Secretary/Assistant Secretary

Signed by:
Bobbie Shockley
B4BFE8F149CE478...
Chairman/Vice Chairman