

**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, **May 7, 2026**, at 10:30 a.m. at the Offices of Prime Community Management, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Shockley	Chairperson
Lindsey Roden	Vice Chairperson
Jessica Spencer <i>by Zoom</i>	Assistant Secretary
Emily Hazelrig	Assistant Secretary
William Nolen	Assistant Secretary

Also present were:

Katie O'Rourke	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS
Ray Malave <i>by Zoom</i>	District Engineer

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 stated there were no members of the public present or by Zoom.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the April 2,
2026, Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes of the April 2, 2026, Board of Supervisors meeting and asked for any comments or corrections. The Board had no changes to the minutes.

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On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the April 2, 2026, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2026-09
Setting a Public Hearing to Adopt
Amended Parking Rules**

Ms. O'Rourke presented Resolution 2026-09 setting a public hearing to adopt amended parking policies. District staff explained that the proposed amendments were prompted by resident feedback regarding a small section within Phase Two where parking had inadvertently been permitted on both sides of the street, resulting in congestion concerns. Staff advised that after reviewing the area, revisions were made to the parking map to remove one set of parking designations near the intersection of Bernard and Whitney in order to eliminate confusion and improve traffic flow.

District Counsel also advised that additional clarifying language had been added to the parking policies regarding prohibited parking in landscaped areas, along pond banks, and on sidewalks owned by the CDD. Counsel explained that while the District already possessed authority to tow vehicles parked in those areas under the existing policy, the revised language was intended to make the restrictions more explicit due to prior resident questions and instances involving damage to sidewalks, irrigation, and landscaping.

Staff explained that approval of the resolution would schedule the required public hearing to consider adoption of the amended parking policies for August 6th during the District's regularly scheduled budget meeting. Following discussion, a motion was made and seconded adopting Resolution 2026-09 and setting the public hearing for August 6th.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-09 Setting a Public Hearing to Adopt Amended Parking Rules for August 6, 2026, was approved.

FIFTH ORDER OF BUSINESS

**Ratification of Proposal from Florida
Patio Furniture to Repair 10 Chairs**

Ms. O'Rourke presented a proposal from Florida Patio Furniture for additional repairs to pool furniture chairs. Staff explained that the Board had previously approved repairs for nine pool chairs at the March meeting, but after a subsequent site inspection, additional damaged chairs had

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been identified requiring repair. Mr. Bailey clarified that the vendor had split the repair invoices into separate portions for deposit and final payment purposes and that the current proposal covered repairs for an additional thirteen chairs beyond those previously approved.

Discussion occurred regarding the total repair costs, the distinction between the previously approved repairs and the newly identified chairs, and the available budget within the amenity repair and maintenance accounts. Mr. Bailey advised that sufficient funds remained available within the amenity repair and maintenance and contingency line items to complete the repairs, although the combined chair repairs would substantially zero out the remaining balance in those accounts for the fiscal year. Staff further advised that the vendor had already picked up the damaged chairs and anticipated completing the repairs within several weeks, with temporary loaner chairs expected to be provided in the interim for pool use during the summer season. Mrs. O'Rourke asked if the loaner chairs were onsite yet or not and Mr. Bailey indicated he would find out.

Following more discussion about contacting the vendor for a return date of the original chairs, a motion was made and seconded approving the additional chair repairs, including the related proposals totaling approximately \$2,165 for the thirteen additional chairs.

On MOTION by Ms. Shockley, seconded by Mr. Nolen, with all in favor, Proposal from Florida Patio Furniture to Repair 10 Chairs and to Include Three More Chairs Totaling \$2,165, was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Termination of Towing Services Agreement with Downtown Tow & Hold LLC

Ms. O'Rourke presented ratification of the termination of towing services previously provided by Downtown Tow & Hold LLC. Staff explained that the prior towing vendor had ceased operations and dissolved effective immediately, requiring the District to formally terminate the existing towing services agreement. Staff advised that a termination letter had already been issued in response to the vendor's dissolution. Following discussion, a motion was made and seconded ratifying the termination of towing services with Downtown Tow & Hold LLC.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Termination of Towing Services Agreement with Downtown Tow & Hold LLC, was ratified.

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SEVENTH ORDER OF BUSINESS**Ratification of Towing Services Agreement with Bolton's Towing**

Ms. O'Rourke reviewed the ratification of a new towing services agreement with Bolton's Towing to provide towing enforcement services within the District. Staff advised that the agreement documents had recently been executed to ensure continuity of towing enforcement operations following the prior vendor's dissolution. Following discussion, a motion was made and seconded ratifying the agreement with Bolton's Towing.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Towing Services Agreement with Bolton's Towing, was ratified.

EIGHTH ORDER OF BUSINESS**Discussion of Prince Proposal for Pump Controller Replacement**

Ms. O'Rourke presented a proposal from Prince for replacement and repair of an irrigation pump controller system. Mr. Bailey explained that the proposal arose after irrigation technicians identified issues involving the controller system that regulated irrigation operations throughout the District. Staff advised that during the initial diagnostic work, additional problems were discovered involving improperly established wiring and pipeline connections associated with the well system, requiring further repair work within the well infrastructure itself.

Mr. Bailey explained that the repairs included work to the controller wiring system, well components, and related irrigation infrastructure to maintain uninterrupted irrigation service throughout the District, particularly given existing irrigation restrictions and the potential impact that prolonged downtime could have on landscaping conditions. It was further explained that Prince coordinated the diagnostic work and overall project oversight while Durham Well performed portions of the physical repair work within the well system. The total proposal amount for the repairs was \$6,653.71.

Discussion occurred regarding available budget funding and whether the repair costs should be charged against the District's irrigation repair line item and contingency funds. Board members emphasized the importance of completing the repairs promptly to avoid more significant irrigation and landscaping damage in the future. Following discussion, a motion was made approving the proposal for the pump controller and irrigation repairs.

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On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Proposal from Prince for Pump Controller Replacement in the Amount of \$6,563.71, was approved.

NINTH ORDER OF BUSINESS**Review of Encroachment at 3204 Weitzel Dr**

Ms. O'Rourke reviewed a reported encroachment issue located at 3204 Weitzel Drive. Staff presented photographs, maps, and supporting information showing improvements constructed near a District drainage swale and easement area. Staff explained that concerns included a side access gate being used for vehicle access across District-owned sidewalk and grassy areas, as well as a large concrete pad installed near or potentially within the drainage easement area. Additional concerns were raised regarding fencing and landscaping located within or adjacent to the swale and whether such improvements could impede drainage flow or restrict District maintenance access.

The District engineer advised that any improvements located within the drainage swale could not obstruct water flow and noted that fencing within the swale area would likely need to be raised approximately one foot to maintain proper drainage function. He further explained that the District must maintain access to its drainage easement for future maintenance purposes and that the current side gate arrangement could potentially be utilized to provide such access if formalized through an access easement agreement. Additional discussion occurred regarding whether portions of the affected property, including landscaping, pavers, and the concrete slab, were located within District easements or solely on private property, as well as whether the homeowner had received approval from the homeowner's association for the improvements.

Ms. Hancock discussed the possibility of implementing a formal District easement variance or encroachment policy similar to those utilized by other Districts for improvements impacting District easements or infrastructure. Counsel explained that such a policy could establish an application and review process for homeowners seeking approval for fences, gates, or other improvements affecting District easements. However, staff noted that the District was substantially built out and that the immediate focus should remain on resolving the current encroachment issue.

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Following discussion, the Board authorized District staff and counsel to begin the process of addressing the encroachment by sending formal correspondence to the homeowner regarding the drainage easement concerns, the fence elevation issue, and unauthorized vehicle access across District property. Staff was further directed to investigate ownership and easement boundaries associated with the adjacent lot areas and evaluate potential options for securing formal access rights to the District drainage easement if necessary.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Authorizing Staff to Send Formal Correspondence to the homeowner Regarding the Drainage Easement Concerns, was approved.

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

Ms. Hancock advised that former Haines City Attorney Mr. Riley had officially retired and that a new City Attorney who previously worked with the City of Lake Alfred and the City of Dundee, had assumed the position. She explained that outreach had been made to the new City Attorney to continue discussions regarding parking policy enforcement and ongoing confusion among residents within certain phases of the community.

Ms. Hancock explained that the goal remained to work cooperatively with the City to clarify parking policies and ensure consistent information was being communicated to homeowners regarding parking regulations and enforcement procedures. Although no formal response had yet been received from the new City Attorney, she advised that efforts to coordinate with the City would continue unless otherwise directed by the Board.

B. Engineer

Mr. Malave reported ongoing stormwater and drainage compliance issues associated with rear yard swales located between Lots 300 through 322. He explained that the Southwest Florida Water Management District (SWFWMD) had recently reviewed the previously submitted as-built certification for the stormwater system and requested additional verification that the rear yard drainage swales had been constructed in accordance with the approved plans. Specifically, SWFWMD required confirmation that the swales remained unobstructed and maintained a

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minimum depth of twelve inches to allow proper drainage flow between the adjacent retention ponds.

Mr. Malave advised that numerous fences had been installed across the swale easement areas and that many of the fences appeared to extend directly to ground level, potentially obstructing drainage flow. He further explained that while an aerial or drone survey had initially been considered, fencing and obstructions would likely distort elevation data and could create additional regulatory concerns. Instead, he recommended physically inspecting each affected lot to document the existence and depth of the swales through photographs and field measurements. He stated that approximately twenty-two lots would require inspection and noted that any fences crossing the swales would likely need to be raised at least one foot above grade to allow proper water flow.

District Counsel discussed the process necessary to obtain access to the rear yard swales due to the presence of perimeter fencing around many of the affected properties. She explained that Staff would coordinate inspection dates and send formal notice letters to the affected homeowners advising them of the required inspections and potential fence modifications. She further advised that because the District's drainage easements were now inaccessible due to fencing, the District would likely need to establish formal access and maintenance easements with affected property owners to preserve future maintenance access to the swales.

The Board provided staff direction authorizing District staff, counsel, and the Engineer to proceed with coordinating inspections of the affected swales, notifying homeowners, evaluating fence encroachments, and preparing any necessary access and maintenance easement documents required to preserve District access to the drainage system. The Engineer also advised the Board that the District's annual inspection of District facilities would soon begin and reminded the Board that a State-required stormwater needs assessment report would be due during the following fiscal year as part of the District's ongoing stormwater compliance obligations.

C. Field Manager's Report

Mr. Bailey advised that the damaged pool lounge chairs previously approved for repair had been collected by the vendor and were currently undergoing repairs. He estimated that the repaired chairs would likely be returned within approximately three to four weeks and noted that the vendor had already been in possession of the originally approved chairs for at least an additional week

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prior to collecting the remaining damaged chairs. He also agreed to verify whether temporary loaner chairs had been provided by the vendor during the repair period.

Additional maintenance updates were provided regarding District operations. Mr. Bailey reported that potholes developing near a roundabout in Phase One had been patched, repairs had been completed to damaged dog park latches, and holes within the dog parks had been filled to reduce tripping hazards. He further advised that the newly approved towing vendor signage had been installed throughout the community. Updates were also provided regarding landscaping, janitorial services, pool maintenance, and lake maintenance activities, with staff noting that operations were proceeding normally under the current seasonal schedules.

Staff reported that ongoing irrigation restrictions and low water levels continued to impact landscaping conditions throughout the District and across the region generally. It was noted that irrigation contractors were monitoring rainfall and water conditions before proceeding with installation of additional landscape plants and mulch in order to improve the likelihood of plant survival once wetter conditions returned.

D. District Manager's Report

i. Approval of Check Register

Ms. O'Rourke reviewed the check register included in the agenda package covering checks issued from March 20, 2026 through April 23, 2026 totaling \$99,970.23 and advised that all invoices and supporting documentation had been reviewed for accuracy. Following discussion, a motion was made and seconded accepting the check register as presented.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Check Register Totaling \$99,970.23, was approved.

ii. Balance Sheet & Income Statement

Ms. O'Rourke advised that the balance sheet and income statement included in the agenda package had been reviewed for accuracy and invited any questions from the Board regarding the District's financial statements. No questions were raised.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

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TWELFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. O'Rourke opened the Supervisor request and audience comment period.

A Supervisor advised that the Phase 4 HOA had expressed interest in installing a community bulletin board near the mailbox area located on CDD property. District Counsel explained that similar bulletin boards existed within other Districts and advised that the HOA would need to provide the proposed location for review and approval. Counsel explained that a license agreement would be prepared requiring the HOA to maintain the bulletin board and provide the District authority to remove the structure if it fell into disrepair or was not properly maintained. Following discussion, the Board authorized staff and counsel to proceed with preparing the necessary license agreement and coordinating with the HOA regarding the proposed bulletin board installation.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

On MOTION by Ms. Shockley, seconded by Ms. Roden, 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