

**MINUTES OF MEETING
EAGLE HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Eagle Hammock Community Development District was held on Thursday, **July 13, 2023** at 10:00 a.m. at the Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, Florida.

Present and constituting a quorum were:

Milton Andrade	Chairman
Brian Walsh	Vice Chairman
Jeff Shenefield	Assistant Secretary
Garret Parkinson	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KVV Law
Rodney Gadd	District Engineer, Gadd Engineering
Clayton Smith	Field Manager, GMS
Allen Bailey	Field Manager, GMS

The following is a summary of the discussions and actions taken at the July 13, 2023 Eagle Hammock Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order. There were four Board members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present at this time and no members of the public joining via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the May 11, 2023
Board of Supervisors Meeting**

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Ms. Burns presented the minutes from the May 11, 2023 Board of Supervisors meeting. Ms. Burns asked for any questions, comments, or corrections to those minutes. The Board had no changes to the minutes.

On MOTION by Mr. Shenefield, seconded by Mr. Andrade, with all in favor, the Minutes of the May 11, 2023 Board of Supervisors Meeting, was approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget

Ms. Burns stated this public hearing has been advertised in the paper. Do we have a motion to open?

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2023-06 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns stated this budget has changed since the Board saw it the last time. She noted they were trying to find some places where they could reduce assessments that we talked about at the meeting. She noted the capital reserve transfer was removed and most of the contingencies were cut in about half. She noted most of security was reduced pretty dramatically. She noted previously they were at about \$1,750 per lot and this got us down to \$1,459.59 per lot. She noted that is an increase of \$809.59 from the current year but again we only have 263 lots to split it around. She noted it probably will need to go higher in years going forward. This is about as scaled down as it can go for the upcoming year.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2023-06 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

Ms. Burns stated there are no members of the public present so do we have a motion to close the public hearing?

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On MOTION by Mr. Shenefield, seconded by Mr. Andrade, with all in favor, Closing the Public Hearing, was approved.

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Mr. Andrade seconded by Mr. Walsh, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated this certifies the roll that we will send to Polk County to collect our tax bill. She noted the amount listed for O&M is based on the budget that the Board just adopted. The debt amounts are also listed as well.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Ms. Burns stated there are no members of the public present so asking for a motion to close.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield with all in favor, Closing the Public Hearing, was approved.

C. Public Hearing on the Adoption of Amenity Rental Fees and Amended Policies

Ms. Burns stated this public hearing has been advertised in the paper. Do we have a motion to open?

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2023-08 Adopting Amenity Rental Fees and Amended Policies

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Ms. Burns reviewed that the Board previously adopted policies and at the time we did not realize there was a rental space because it was open to everybody and it was decided to close it off and use it for rental space. She noted the rules included are substantially the same other than the rental provisions and fees that were added related to those. She noted a rate was advertised for rentals between \$100 and \$300 so we could set the rental rate up to that \$300 amount. Ms. Gentry stated an increase for rentals could go up to \$300 without readvertising. The deposit amount is \$150 and the deposit is returned based on inspection. She noted a janitorial company comes out and cleans after each use and that fee is \$150. She stated the minimum she would suggest setting is \$150 but thinks \$200 to \$250 would be a better rate because it covers staff time to issue all the rentals and check the facility for any damage after. Mr. Walsh stated to set the rate at \$150 for rentals with a capacity of 30 people. Ms. Burns noted the pool deck is not available for use with the rental. If all of the guests are residents they could use the pool deck, but the pool deck guest limit is four per household.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2023-08 Adopting Amenity Rental Fees and Amended Policies, was approved.

Ms. Burns stated no members of the public are present at this time. Do we have a motion to close?

On MOTION by Mr. Shenefield, seconded by Mr. Walsh, with all in favor, Closing the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-09 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024

Ms. Burns stated the schedule is the same at 10:00 a.m. here at the offices of Highland Homes. She noted to date residents have not started to show up and definitely not in large numbers so they can look at moving it to a different location. She asked if same date and time works. She asked for a motion to approve the schedule and delegate the authority to the Chair to work with staff to find an alternate location in Polk County.

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On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2023-09 Designation of Regular Monthly Meeting Date and Time to remain the same, with Location selected by the Chair for Fiscal Year 2024, was approved.

SIXTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2022 Audit Report

Ms. Burns stated page 31 of the agenda has the report to management that summarizes the audit. She noted there were no findings and no incidences of noncompliance. It was considered a clean audit. She asked for any questions and hearing none, she asked for a motion to accept the report.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Accepting of Fiscal Year 2022 Audit Report, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry noted no other reports other than to update the Board that on information about the ethics training requirement. She noted that can be done in conjunction with the work shop and her office is putting together some materials that are targeted to CDD's to help knock all of that out at once. She noted it is four hours per year, and they round up 50-minute increments to one hour. She noted when they decide to do them, they could advertise that as a Board work shop and then all the revisions for a work shop. Ms. Burns stated there is online training and webinars that can be done on your own time as well. Ms. Gentry stated this is due by 2024.

B. Engineer

i. Acceptance of Annual District Engineer Report

Mr. Gadd had nothing to add at this time. He asked for any questions, hearing none. Ms. Burns stated the acceptance of the Annual District Engineer Report is included in the agenda package for review. She noted this is required for the Engineer to do inspection of the CDD's improvements that is included for the Boards reference.

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On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, Accepting of the Annual District Engineer Report, was approved.

C. Field Manager's Report

i. Consideration of Proposal for Pest Control Services

Mr. Bailey stated security cameras have been installed and doing well. The lift chair was installed and working and pool deck is set up and clean. He noted they continue to monitor the ponds with the construction and debris blowing around and keeping that up the best they can. He noted they got the locks in for the gait on the side. There is a handicap handle that they can press and allows them about 30 seconds to get in and out of the area. He noted the plants out front that were a concern last meeting look like they have come back well. Ms. Burns stated a resident has reached out several times about his concern about the fact that there were security cameras. She noted she consulted with Lauren and gave a response to the resident that there is no expectation of privacy at a public pool and it is fairly standard to have cameras as they are helpful for insurance purposes, safety, and to manage amenity violations.

Mr. Bailey stated there is one proposal for pest control. He noted All American Lawn is with many of our CDD's and does monthly pest prevention for the clubhouse area and around the amenity, also a quarterly service for ant and wasp treatment for the playground itself. He noted the total is \$1,760 per year. Mr. Walsh asked if this is within budget. Ms. Burns stated there is \$7,500 in contingency so they could definitely approve that within the budget. Mr. Walsh asked if it is outside around the amenity or does it go around the inside perimeter. Mr. Bailey stated they are not planning to go into the actual clubhouse itself but just around the area that is open. He noted the quarterly is for the playground on the side that is specifically treated for ants and wasps. Ms. Burns stated it would be about \$1,200 out of the contingency. Mr. Baily stated they would come out between visits if issues are reported.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Proposal for Pest Control Services, were approved.

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D. District Manager’s Report

i. Approval of Check Register

Ms. Burns noted the check register was included in the package for review and asked if anybody had any questions. This is from April 1st through May 31st totaling \$21,576.35.

On MOTION by Mr. Andrade, seconded by Mr. Walsh with all in favor, the Check Register totaling \$21,576.35, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns presented the financial statements through May for review. There is no action necessary from the Board.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Milton Andrade

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Chairman/Vice Chairman