

**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, April 10, 2025** at 10:53 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
Kareyann Ellison	Assistant Secretary
Garret Parkinson	Assistant Secretary
Brent Elliott	Appointed as Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, Kilinski Van Wyk
Patrick Collins	District Counsel, Kilinski Van Wyk
Rodney Gadd <i>via Zoom</i>	District Engineer, Gadd Engineering
Allen Bailey	Field Manager, GMS
Katie O'Rourke	District Manager, GMS

The following is a summary of the discussions and actions taken at the April 10, 2025 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 at 10:53 a.m. Four Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns opened the public comment period.

- Resident – Two thoughts for the future – covering the mailbox area with lighting as well as sprucing up the entrance more.

THIRD ORDER OF BUSINESS

Organizational Matters

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A. Acceptance of Resignation of David S. Adams (Seat #5)

Ms. Burns asked for acceptance of resignation from David Adams.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the Acceptance of Resignation of David S. Adams (Seat #5), was approved.

B. Appointment to Fill Vacant Board Seat #5

Ms. Burns asked for a nomination to fill vacant seat #5. Mr. Walsh nominated Brent Elliott.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Appointment of Brent Elliott to Seat #5, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns administered the oath of office to Brent Elliott.

D. Consideration of Resolution 2025-04 Appointing an Assistant Secretary

Ms. Burns noted this would appoint Brent Elliott as an Assistant Secretary.

On MOTION by Mr. Walsh, seconded by Ms. Ellison, with all in favor, Resolution 2025-04 Appointing Brent Elliott as an Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the November 5,
2024 Landowners Meeting and November
14, 2024 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the November 5, 2024 landowners meeting and the November 14, 2024 Board of Supervisors meeting. She asked for any questions, comments, or corrections to those minutes.

On MOTION by Mr. Walsh seconded by Mr. Parkinson, with all in favor, the Minutes of the November 5, 2024 Landowner's Meeting and November 14, 2024 Board of Supervisors Meeting, were approved.

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FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-05
Approving the Proposed Fiscal Year
2025/2026 Budget (Suggested Date: July
10, 2025) and Setting the Public Hearing
on the Adoption of the Fiscal Year
2025/2026 Budget**

Ms. Burns stated this kicks off the budget process. A preliminary budget will be approved that will kind of set the cap notice then the budget will be sent to the city or county at least 60 days prior to the public hearing date. The proposed budget is included as exhibit A to the resolution. They are proposing a slight increase but not beyond the amount that was previously noticed. Last year the notice amount was \$1,792.80. The current year assessment is \$1,528.19. The proposed increase is \$100.64 annually which brings the amount to \$1,643.21. The increase is in the capital reserve. The suggested hearing date is July 10th.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2025-05 Approving the Proposed Fiscal Year 2025/2026 Budget and Setting the Public Hearing on July 10, 2025 on Adoption of the Fiscal Year 2025-2026 Budget, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-06
Declaring Series 2022 Project Complete**

Ms. Burns noted this resolution states they received a certification from the District Engineer that is included that the scope of the project contemplated with the Series 2022 bonds has been constructed to plan and is complete. They are certifying all of that. The funds have all been expended. Ms. Gentry noted this really just closes out that acquisition and construction fund and is fine to adopt today. Ms. Burns noted there are no construction funds left but some debt service reserve release conditions could be pending so the account won't be closed until that happens.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2025-06 Declaring Series 2022 Project Complete, was approved.

SEVENTH ORDER OF BUSINESS

**Ratification of Amendment to Agreement
for Janitorial Maintenance Services with**

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Clean Star Services

Ms. Burns noted the clubhouse building is closed unless used for a rental. If that facility is rented, there is a fee to clean it after its done. The rentals are sporadic so there was the need to increase the regular scope at which the building was being cleaned. This was sent to Brian to have it executed outside of the meeting to make sure it's being cleaned regularly. She asked for a motion to ratify.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Amendment to Agreement for Janitorial Maintenance Services with Clean Star Services, was ratified.

EIGHTH ORDER OF BUSINESS

Ratification of 2025 Data Sharing & Usage Agreement with Polk County Property Appraiser

Ms. Burns noted this is the annual renewal of their standard forms that need to be in place in order to get the parcels to use the tax bill for the collection method for assessments. This has been executed so just looking for a motion to ratify.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the 2025 Data Sharing & Usage Agreement with Polk County Property Appraiser, was ratified.

NINTH ORDER OF BUSINESS

Ratification of 2025 Contract Agreement with Polk County Property Appraiser

Ms. Burns noted this is the annual renewal of their standard forms that need to be in place in order to get the parcels to use the tax bill for the collection method for assessments. This has been executed so just looking for a motion to ratify.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the 2025 Contract Agreement with Polk County Property Appraiser, was ratified.

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TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry noted she is tracking any bills that impact the CDD. After the session ends in May, she will come back with any new policies or changes that result from CDD related bills.

B. Engineer

Mr. Gadd had nothing to report other than the final certification has been submitted.

C. Field Manager's Report

Mr. Bailey reviewed the Field Manager's Report on page 110 of the agenda package.

i. Consideration of Landscape Services Proposals

a) Proposal for Installation of Plants and Mulch at Amenity Center

Mr. Bailey presented a proposal for Prince to replace some crotons and mulch to the front entrance area and amenity center for \$790. It is within the landscape replacement budget.

On MOTION by Mr. Andrade, seconded by Ms. Ellison, with all in favor, the Prince Proposal for Installation of Plants and Mulch at Amenity Center, was approved.

A Board member in response to public comment suggested looking into proposals to enhance the entryway.

b) Proposal for Updated Plantings

Mr. Bailey presented a proposal to replace a few plants, trees and mulch throughout the community that have not done well or have died.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Prince Proposal for Updated Plantings, was approved.

Mr. Bailey spoke about the amenity center looking to have a weekend day added to the schedule of rotation due to heavier use heading toward summer. He asked the vendors to provide an extra proposal for a weekend day so would be a total of four days. It would be \$185 to add monthly to the schedule. This total cost would be \$1,170 per month. Yearly it would push them

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over the current budget for the year by about \$1,570. Ms. Burns noted they could do March to August.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, to do an Additional Day March to August, was approved.

D. District Manager's Report

i. Notification Regarding Recent Street Parking Complaints

Ms. Burns spoke about increased complaints regarding street parking in the community. The CDD owns the roads and has the ability to put street parking and towing policies in place. Towing is the CDD's only recourse. She will send an email blast out to the community regarding using courtesy when parking.

ii. Approval of Check Register

Ms. Burns stated the check register is in the agenda package for review. She offered to take any questions or comments regarding the invoices, otherwise asking for a motion to approve.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Check Register, was approved.

iii. Balance Sheet & Income Statement

Ms. Burns noted the financial statements through February 28th are in the package for review. No action is required.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment


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On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:


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Chairman/Vice Chairman