

**MINUTES OF MEETING  
HAMILTON BLUFF  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Hamilton Bluff Community Development District was held on Wednesday, **April 27, 2022** at 10:07 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

|                  |                     |
|------------------|---------------------|
| Lauren Schwenk   | Vice Chairperson    |
| Justin Frye      | Assistant Secretary |
| Bobbie Henley    | Assistant Secretary |
| Jessica Kowalski | Assistant Secretary |

Also, present were:

|                                 |                       |
|---------------------------------|-----------------------|
| Jill Burns                      | District Manager, GMS |
| Rey Malave <i>by Zoom</i>       | Dewberry              |
| Lisa Kelley <i>by Zoom</i>      | Dewberry              |
| Meredith Hammock <i>by Zoom</i> | KE Law                |
| Ashton Bligh <i>by Zoom</i>     | Greenberg Traurig     |

*The following is a summary of the discussions and actions taken at the April 27, 2022 Hamilton Bluff Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order. Four Supervisors were in attendance at the meeting constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no public members present.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members**

Ms. Burns performed the oath of office for the newly elected officers.

**B. Consideration of Resolution 2022-33 Canvassing and Certifying the Results of the Landowners' Election**

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Ms. Burns reviewed the results of the Landowners’ election meeting held prior to the Board meeting. Ms. Schwenk and Mr. Heath will serve 4-year terms and Mr. Frye, Ms. Henley, and Ms. Kowalski will serve 2-year terms.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Resolution 2022-33 Canvassing and Certifying the Results of the Landowners’ Election, was approved.

**C. Election of Officers**

Ms. Burns reviewed the previous slated of officers and asked if the Board would like to approve the following: Mr. Heath, Chairman, Ms. Schwenk, Vice Chair, Mr. Frye, Ms. Henley, Ms. Kowalski and George Flint were Assistant Secretaries and Ms. Burns was Secretary. She asked for a motion to approve.

**D. Consideration of Resolution 2022-34 Electing Officers**

Ms. Burns asked for a motion to approve the officers as slated above.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Resolution 2022-34 Electing Officers as stated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the March 8, 2022 Organizational Minutes**

Ms. Burns presented the minutes of the March 8, 2022 Organizational meeting and asked for any questions, comments, or corrections. The Board had no changes.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, the Minutes of the march 8, 2022 Organizational Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearings**

Ms. Burns asked for a motion to open the public hearing. She noted this was published in the paper and mailed notice was sent to all landowners within the District at least 30 days prior to this date.

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On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Opening the Public Hearing, was approved.

**A. Public Hearing on the Imposition of Special Assessments**

Ms. Burns clarified that for the purpose of the public hearing imposing assessments they can only assess land that is currently within the District boundaries. Ms. Burns noted that the first Engineer's report in the agenda is the original and does not include the boundary amendment parcels.

**i. Presentation of Engineer's Report**

Ms. Kelley presented the Engineer's Report that contains approximately 259.72 acres and consists of 1,595 residential lots. This includes recreational amenities and associated infrastructures to support the development. The tables were reviewed including the breakdown of the land use types, Table 2 includes total residential lot count and for correction purposes for this report is 1,245 lots. Exhibit 7 provides a cost estimation for the infrastructure totally \$31.87 million, and these are reasonably and provide realistic projections for the cost of construction. She added they have no reason to believe that the capital improvements cannot be built using these estimates.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, The Engineer's Report, was approved.

Ms. Schwenk asked when the validation for the additional land would be held. It was noted the bond validation date had not been set.

**ii. Presentation of Assessment Methodology**

Ms. Burns noted the assessment methodology allocates debt to properties that will benefit from the capital improvement plan in the Engineer's Report. She noted it will be supplemented with one or more supplemental assessment methodologies that will reflect the actual terms and conditions of each bond series at the time of issuance.

Ms. Burns reviewed the tables which include 2 product types of a single family 40-foot lot and a single family 50-foot lots. There are 771 40-foot lots and 474 50-foot lots for a total of 1,245 units within the community. The cost estimate is \$31,873,146. Table 3 shows the estimated bond

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sizing of \$41,100,000. Table 4 shows the improvement cost per unit for each of the product types. Table 5 shows the par debt per unit for the single family 40-foot lots at \$30,143 and the 50-foot lots at \$37,679. Table 6 shows the net and gross annual debt assessments per unit for the 40-foot lots the gross annual debt assessment will be \$2,262 and the 50-foot lots it will be \$2,828. Table 7 shows the assessment roll which allocates the debt per acre and there are several property owners within the community.

Ms. Burns stated that the costs are fairly and reasonable apportioned across the product types and the benefit to the lands is equal to or in excess of the assessments. She added in her professional opinion the assessments should be allocated as outlined in the assessment methodology.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the Assessment Methodology, was approved.

**iii. Consideration of Resolution 2022-35 Levying Special Assessments**

Ms. Burns noted this will levy assessments across the District and all findings are listed in the Resolution. She added this resolution adopts the Engineer's Report and Assessment Methodology.

On MOTION by Ms. Henley, seconded by Mr. Frye, with all in favor, Resolution 2022-35 Levying Special Assessment, was approved.

**iv. Consideration of Notice of Special Assessments**

Ms. Burns stated this would provide authorization to record.

On MOTION by Ms. Henley, seconded by Mr. Frye, with all in favor, Authorization to Record the Notice of Special Assessments, was approved.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Closing the Public Hearing, was approved.

**B. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement and Non-Ad Valorem Assessments**

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Ms. Burns noted this public hearing has been advertised in the paper and asked for a motion to open the public hearing.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2022-36 Expressing the District's Intent to Utilize the Uniform Method of Collection**

Ms. Burns notes this would authorize the collection of assessments on the Polk County tax bill.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Resolution 2022-36 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

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

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Closing the Public Hearing, was approved.

**C. Public Hearing on the Adoption of District Rules of Procedure**

Ms. Burns noted this public hearing has been advertised in the paper and asked for a motion to open the public hearing.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2022-37 Adopting the Rules of Procedure**

Ms. Burns noted this was included in the Board package and had not changed since the Board's previous review.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Resolution 2022-37 Adopting the Rules of Procedure, was approved.

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

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On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Closing the Public Hearing, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-38  
Directing Chairman and District Staff to File  
a Petition Amending District Boundaries**

Ms. Burns noted this resolution states that 74.92 acres will be added to the current boundaries within the District. An exhibit reflecting the changes is attached to the resolution.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, Resolution 2022-38 Directing the Chairman and District Staff to File a Petition Amending District Boundaries, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Boundary Amendment  
Funding Agreement**

Ms. Burns noted this agreement is with GLK Real Estate, LLC. She added under the terms of the agreement GLK will fund any cost associated with the boundary amendment petition and process the amount reimbursed by the District.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, the Boundary Amendment Funding Agreement, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Amended and Restated  
Engineer’s Report**

Ms. Burns noted this includes the boundary amendment parcels and a cost table is included in the package. Ms. Kelley reviewed the restated costs, and the additional acreage provides a revised cost estimate of \$43.37 million. This is for capital improvements, and they believe these are reasonable cost estimates for the cost associated with increasing the amount of acres.

On MOTION by Mr. Frye, seconded by Ms. Henley, with all in favor, the Amended and Restated Engineer’s Report, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-39  
Authorizing Additional Validation**

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Ms. Bligh stated this was in connection with the boundary amendment just reviewed and the increased costs of the project. This resolution amends the original bond resolution adopted by the Board in March of 2022. This authorizes the issuance of \$60,000,000 in aggregate principal amount of bonds and increases the authorized amount by \$10,000,000. She noted in Section 3 this change is reflected, and in Section 4 the District now authorizes District Counsel and Bond Counsel to file a first amendment complaint for validation and reflects the increase amounts authorized bonds from \$50,000,000 to \$60,000,000.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Resolution 2022-39 Authorizing Additional Validation, was approved.

**TENTH ORDER OF BUSINESS**

**Review and Ranking of Proposals for District Engineering Services and Selection of District Engineer**

Ms. Burns stated that two proposals have been received. The first is from Dewberry, the Interim District Engineer, and the other is from Lighthouse Engineering. Mr. Frye reviewed the rankings for the Board. He ranked Dewberry #1 with 95 total points and Lighthouse at #2 with 88 points. The difference in points was due to the location of Lighthouse in Tampa and their limited CDD experience.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Ranking of Proposals for District Engineering Services and Selection of District Engineer as Dewberry #1 and Authorize Staff with the Intent to Award, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock stated she will prepare and file the documentation to amend the bond validation complaint.

**B. Engineer**

