

**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, **July 26, 2023** at 9:45 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
Bobbie Henley	Assistant Secretary
Eric Lavoie	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, KVW Law
Lisa Kelley <i>via Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>via Zoom</i>	District Engineer, Dewberry

The following is a summary of the discussions and actions taken at the July 26, 2023 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 and called roll. Three Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public members present at the meeting.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 26, 2023
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the April 26, 2023 Board of Supervisors meeting and asked for any questions, comments, or corrections. The Board had no changes.

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On MOTION by Ms. Henley, seconded by Mr. Heath, with all in favor, the Minutes of the April 26, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

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

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

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

Ms. Burns stated again there are no members of the public present at this time and no members of the public present via zoom, therefor asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2023-05 Adopting the District's Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns stated that the proposed budget can be found in the agenda packet. It is developer funded with an included field contingency and playground lease for the field expenses based on the development timelines that will only be billed if necessary. She offered to answer any questions the Board might have. Hearing none, she asked for a motion of approval.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, Resolution 2023-05 Adopting the District's Fiscal Year 2024 Budget and Appropriating Funds, was approved.

ii. Consideration of Fiscal Year 2023/2024 Developer Funding Agreement

Ms. Burns noted that the agreement is with GLK Real estate LLC that will fund the operations and maintenance of the District based on the budget that was previously adopted by the Board.

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On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, the Fiscal Year 2023/2024 Developer Funding Agreement , was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-06 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024

Ms. Burns stated that they are proposing to keep the meeting schedule the same and asked for a motion of approval form the Board.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, Resolution 2023-06 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-07 Appointing an Assistant Treasurer

Ms. Burns presented the resolution and stated that it would appoint Darrin Mousing form the GMS office as Assistant Treasurer for the District.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, Resolution 2023-07 Appointing an Assistant Treasurer, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Notice of RFP for Construction Services for Phase 1 and Phase 2 and Approval of Evaluation Criteria

Ms. Burns noted that the RFP is included in the agenda package and stated that they were waiting on the pickup date. The Board continued to discuss points for evaluation criteria. There is a concern that there should be more weight associated with the cost component of the project as opposed to the schedule. The Board talked about the scoring at length and came to an agreement. Ms. Burns added that there should be a base point for the lowest bid. The Board agreed to authorize the chair to work with staff to finalize dates for pickup. She then asked for a motion to approve the evaluation criteria as amended. Then staff will be authorized to issue the RFP.

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On MOTION by Mr. Lavoie, seconded by Mr. Heath, with all in favor, the Notice of RFP for Construction Services for Phase 1 and Phase 2 and Approval of Evaluation Criteria as Amended, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Non-Exclusive Perpetual Easement Agreement with Town of Lake Hamilton, Florida

Ms. Burns noted that Mr. Lavoie spoke to the police chief, and they asked for this agreements stating they will provide emergency services for the communities. The police department is just looking for documentation allowing them to police the public roads.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Non-Exclusive Perpetual Easement Agreement with Town of Lake Hamilton, Florida, was approved.

NINTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2022 Audit Report

Ms. Burns presented the Fiscal Year 2022 audit report to the Board and summarized it noting that it was a clean audit and had been submitted to the State by the June 30th deadline.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, Acceptance of the Fiscal Year 2022 Audit Report, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further for the Board, so the next item followed.

B. Engineer

Ms. Banfield nor Mr. Malave had anything to report.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register totaling \$21,073.11 from April 1st through July 14th and asked for a motion of approval.

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On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns presented the unaudited financial reports through March. This was for informational purposes only and there was no action required from the Board.

iii. Presentation of Number of Registered Voters – 0

Ms. Burns presented the number of registered voters in the District which is zero.

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

The meeting was adjourned.

On MOTION by Mr. Heath, seconded by Mr. Lavoie, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Rennie Heath

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Chairman/Vice Chairman