

**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, **September 25, 2024**, at 9:45 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk
Bobbie Henley
Lindsey Roden
Emily Cassidy

Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Patrick Collins
Rey Malave *via Zoom*

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Engineer, Dewberry

The following is a summary of the discussions and actions taken at the July 24, 2024, 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 at 9:48 a.m. and called roll. Four Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public members present at the meeting or via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the August 28,
2024 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the August 28, 2024 Board of Supervisors meeting. She asked for any questions, comments, or corrections. The Board had no changes to the minutes.

September 25, 2024,

Hamilton Bluff CDD

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Minutes from the August 28, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

Ms. Burns stated this public hearing has been advertised and mailed notice was sent to the property owners. She asked for a motion to open the public hearing.

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

i. Consideration of Resolution 2024-12 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds

Ms. Burns noted this budget levies an O&M assessment to the unplatted parcels. The assessment is \$446.39 per unit and will be direct billed. Ms. Burns offered to answer any questions on the resolution.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2024-12 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

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

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

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

Ms. Burns stated this is a first time O&M levy and asked for a motion to open the public hearing.

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

September 25, 2024,

Hamilton Bluff CDD

i. Consideration of Resolution 2024-13 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated this will be direct billed. She offered to answer any questions on the collection schedule.

On MOTION by Ms. Roden, seconded by Ms. Schewnk, with all in favor, Resolution 2024-13 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, Closing the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins had nothing to report.

B. Engineer

i. Consideration of Work Authorization 2025-01 for District Engineering Services

Mr. Malave submitted a work authorization for the coming year for District Engineering Services and asked for approval.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Work Authorization 2025-01 for District Engineering Services, was approved.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns asked for a motion to approve the check register from August 20th through September 18th totaling \$348,619.88.

On MOTION by Ms. Schwenk, seconded by Ms. Cassidy, with all in favor, the Check Register totaling \$348, 619.88, was approved.

September 25, 2024,

Hamilton Bluff CDD

ii. Balance Sheet & Income Statement

Ms. Burns noted financial statements through August are in the agenda package for review.
No action is necessary from the Board.

SIXTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

**Supervisors Request and Audience
Comments**

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

8215FA2B8FB744A...

Chairman/Vice Chairman