

**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 Tuesday, **February 4, 2025**, at 9:45 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk *via phone*  
Bobbie Henley  
Lindsey Roden  
Emily Cassidy

Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also, present were:

Jill Burns  
Roy Van Wyk  
Katie O'Rourke

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
GMS

*The following is a summary of the discussions and actions taken at the February 4, 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 9:46 a.m. and called roll. Three Supervisors were in attendance constituting a quorum. Ms. Schwenk joined by phone.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members (Emily Cassidy – Seat #3, Bobbie Henley – Seat #4, and Lindsey Roden – Seat #5)**

Ms. Burns administered the oath of office to Emily Cassidy, Bobbie Henley, and Lindsey Roden.

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**B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election**

Ms. Burns stated Emily Cassidy was nominated to Seat 3 with 100 votes serving a two-year term, Bobbie Henley was nominated to Seat 4 with 150 votes serving a 4-year term, and Lindsey Roden was nominated to Seat 5 with 150 votes serving a four-year term.

On MOTION by Ms. Roden, seconded by Ms. Henley with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**C. Election of Officers**

**D. Consideration of Resolution 2025-02 Electing Officers**

Ms. Burns stated previously Rennie Heath was Chair, Lauren Schwenk was Vice Chair, and the other three Supervisors were Assistant Secretaries along with George Flint and herself as Secretary. The Board agreed to keep same slate of officers.

On MOTION by Ms. Henley, seconded by Ms. Cassidy with all in favor, Resolution 2025-02 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the September 25, 2024 Board of Supervisors Meeting & November 5, 2024 Landowners' Meeting**

Ms. Burns presented the minutes from the September 25, 2024 Board of Supervisors meeting and the November 5, 2024 Landowner's meeting. She asked for any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, the Minutes from the September 25, 2024 Board of Supervisors Meeting and November 5, 2024 Landowner's Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Presentation and Approval of Amended and Restated Engineer's Report Revised January 28, 2025**

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Mr. Malave reviewed the amended and restated Engineer's Report. He noted these costs should be more than adequate to provide for the construction of the proposed infrastructure outlined in the report. Ms. Burns stated they want to keep the original numbers on phases 1 & 2 and the new numbers on phase 3. Mr. Van Wyk asked Rey Malave with those changes is it still his opinion that the costs outlined in the report are reasonable for the amount of construction work that is necessary to support the improvements for the remaining lots. Mr. Malave stated yes, it is. Mr. Van Wyk asked if there is any reason why they couldn't construct those lots and infrastructure improvements as outlined in the report. Mr. Malave stated there is not.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Amended and Restated Engineer's Report Revised January 28, 2025 as Amended for Phase 1 & 2 Cost Change, was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Presentation and Approval of Amended & Restated Master Assessment Methodology Report dated February 4, 2025**

Ms. Burns stated this report allocates debt to the properties based on the capital improvement plan that Rey Malave reviewed in his report. She reviewed tables 1-7. She noted that the legal description will be needed for Phase 3. Mr. Van Wyk asked if it is Ms. Burns's opinion that the assessments as written in the report once it is modified are fair and reasonably apportioned across the projects within the District. Ms. Burns stated yes, it is. Mr. Van Wyk asked Ms. Burns is it her opinion that the benefit received by the properties is equal to or greater than the burden placed upon the properties by the assessments. Ms. Burns stated yes, it is.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Amended & Restated Master Assessment Methodology Report Dated February 4, 2025, was approved.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Notice of Boundary Amendment**

Ms. Burns stated this was approved in January and this notice will be recorded to put the new boundary on the record that includes the new lands that were added.

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On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Notice of Boundary Amendment, was approved.

# **EIGHTH ORDER OF BUSINESS**

## **Consideration of Resolution 2025-03 Declaring Special Assessments and Setting a Public Hearing on the Imposition of Special Assessments on Boundary Amendment Lands**

Ms. Burns stated the public hearing will be set for April 1<sup>st</sup>. Mr. Van Wyk noted the numbers in this resolution will be modified to match the new numbers that are going to be updated in the Engineer's Report and the Assessment Methodology. Written notice will be sent to the new landowners for the areas that were added to the District together with the landowner for Phase 3 indicating the increased cost for construction of that phase.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, Resolution 2025-03 Declaring Special Assessments and Setting a Public Hearing on the Imposition of Special Assessments on the Boundary Amendment Lands as Amended, was approved.

# **NINTH ORDER OF BUSINESS**

## **Consideration of Resolution 2025-04 Setting a Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments on Boundary Amendment Parcels**

Ms. Burns stated a public hearing will be held on just the boundary amendment parcels that were added to the District. This will allow the District to collect assessments on the Polk County tax bill. The public hearing will be set for April 1<sup>st</sup>.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, Resolution 2025-04 Setting a Public Hearing Expressing the Districts Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments on Boundary Amendment Parcels, was approved.

# **TENTH ORDER OF BUSINESS**

## **Consideration of Resolution 2025-05 Authorizing the Publication of Legal**

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**Advertisements and Public Notices on a Publicly Accessible Website in Polk County**

Ms. Burns stated this will allow the District to utilize this website rather than the newspaper for the majority of the Districts legal advertisements.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-05 Authorizing the Publication of legal Advertisements and Public Notices on a publicly Accessible Website in Polk County, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated this is administrative for staff and pertains to disclosing exempt parcels for certain professions like police or judges.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

**TWELFTH ORDER OF BUSINESS**

**Consideration of 2025 Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated this will allow the District to gather the parcels within the District to collect assessments on roll.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, the 2025 Contract Agreement with Polk County Property Appraiser, was approved.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk noted he checked the validation capacity and they have plenty of capacity so they will be good until they start moving towards the new phases of land.

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**B. Engineer**

Mr. Malave had nothing further to report.

**C. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns stated the check register is included in the agenda package for review. She asked for a motion to approve.

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

**ii. Balance Sheet & Income Statement**

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

**FOURTEENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors Request and Audience Comments**

There being no comments, the next item followed.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

On MOTION by Ms. Roden, seconded by Ms. Cassidy, with all in favor, the meeting was adjourned.

Jill Burns  
Secretary/Assistant Secretary

Signed by:  
Rennie Heath  
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Chairman/Vice Chairman