

**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, April 1, 2025**, at 9:47 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk *by Zoom*  
Bobbie Henley  
Lindsey Roden  
Emily Cassidy

Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also, present were:

Jill Burns  
Roy Van Wyk  
Meredith Hammock *by Zoom*  
Rey Malave *by Zoom*  
Chace Arrington *by Zoom*  
Joey Duncan *by Zoom*

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

*The following is a summary of the discussions and actions taken at the April 1, 2025 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 9:47 a.m. 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 or via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 4, 2025, Board of Supervisors Meeting**

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Ms. Burns presented the minutes from the February 4, 2025, Board of Supervisors meeting. She asked for any questions, comments, or corrections to the minutes. The Board had no changes to the minutes.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes from the February 4, 2025 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Public Hearings****A. Public Hearing on the Imposition of Special Assessments on Boundary Amendment Lands**

Ms. Burns asked for a motion to open the public hearing. She stated that the public hearing had been advertised in the paper and a mailed notice was sent to property owners within the area. Ms. Burns noted that they had their presentation of the amended and restated engineer's report that had been revised on January 28, 2025. Ms. Burns stated that she would turn it over to Mr. Malave.

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

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

Mr. Malave stated that this was their Engineer's report, which had been amended and restated as described in the first exhibits and table. Mr. Malave stated they had a total number of units of 3,088, with the acreage shown in Table 2. In addition to all the permits that had been obtained and the cost estimate, which was for all the improvements as shown in Table 9, that was broken down by the existing Phases and the expansion Phases for each one, with a total for all of them being \$148,421,578 for all the developments. He added that they believed those costs were adequate to build the infrastructure as described, and they submitted their revised engineer's report. Mr. Malave said that he could answer questions that anyone might have.

Mr. Van Wyk stated that they had discussed the increase to Hamilton Bluff Phase 3 at the last meeting. He inquired if the chart reflected the increased costs associated with Phase 3 and the Overlook and Brook Hollow cost estimates.

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Mr. Malave stated that it was correct, then noted that Phase One and Phase Two were the same as they were initially. He added that they had not altered those.

Mr. Van Wyk asked if the costs outlined for Phase Three and the two new Phases were reasonable for the type of improvements they expected within the District. Mr. Malave stated that it was correct. Mr. Van Wyk asked if they believed there was no reason they couldn't make the improvements outlined in their report. Mr. Malave answered no.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Amended and Restated Engineer's Report Revised January 28, 2025, was approved.

**ii. Presentation of Amended and Restated Master Assessment Methodology Report dated February 4, 2025**

Ms. Burns stated that these allocated benefits were to the properties outlined in the capital improvement plan. She added that the costs for Phase Three and the Boundary Amendment parcels had increased. She noted that it would be supplemental with one or more supplemental assessment methodologies when they issued each series of bonds. Ms. Burns stated she would review the tables. She noted that Table One showed their development plan and outlined the number of units in those Phases. She added that Phase One and Phase Two had not changed. She noted that with Phase Three there were 40 foot and 50 foot lots in Overlook and Brook Hollow, which had a total of 2,318 units in that area. Ms. Burns stated that Table Two showed the cost estimate from the Engineer's Report. He added that they had the total for the expansion area at \$101,601,771, and then in Phase Three, the increased cost was \$25,329,439. Ms. Burns noted that Table Three had shown an estimated bond sizing for Phase Three and the expansion of \$162,170,000. Ms. Burns said the combined total of Phase One and Two hadn't changed. She stated that Table Four showed the improvement cost per unit, and Table Five showed the price per unit on the produced types within Phase Three, the expansion area for the 40-foot lot, was \$63,274. Ms. Burns noted that a single-family 50-foot lot was \$79,092, the maximum debt they could issue on those product types. Ms. Burns stated that Table Six showed the net and gross annual debt assessment per unit. She noted again that Phase One and Phase Two had not changed. Phase Three in the expansion area, the yearly gross debt assessment on the 40-foot lot would be \$4,943, considering that the collection class and early payment discounts should be regarded as when collected on the Polk County tax

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bill. Then, she added that the 50-foot lot would cost \$6,178.00 annually. Table Seven showed the preliminary assessment roll, which was broken out, separating Phase One and Phase Two, with Phase Three in the expansion area, where all the property owners who had received the mail notice for the hearing they had that day.

Mr. Van Wyk asked whether it was in Ms. Burns's opinion that the benefit received by the parcels was equal to or less than the burden placed on the parcels by the assessments. Ms. Burns answered yes. Mr. Van Wyk asked if it was Ms. Burns's opinion that the assessments were fair and reasonable. Ms. Burns answered that they were.

On MOTION by Ms. Schwenk, seconded by Ms. Cassidy, with all in favor, the Amended and Restated Master Assessment Methodology Report dated February 4, 2025, was approved.

**iii. Consideration of Resolution 2025-06 Levying Special Assessments on Boundary Amendment Lands**

Ms. Burns stated that this would levy assessments on boundary amendment lands and Phase Three, which had been included in the notice, with the increased amount. Mr. Van Wyk noted that that was correct.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-06 Levying Special Assessments on Boundary Amendment Lands was approved.

**iv. Consideration of Amended and Restated Notice of Master Assessments**

Ms. Burns stated that this would be recorded in the county record so that there would be a notice of the assessment lien placed on the property. Ms. Burns asked for a motion, then there was a second, and the motion passed.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, the Amended and Restated Notice of Master Assessments, was approved.

Ms. Burns requested a motion to close the public hearing on imposing special assessments.

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On MOTION by Ms. Roden, seconded by Ms. Cassidy, 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 & Enforcement of Non-Ad Valorem Assessments on Boundary Amendment Parcels**

Ms. Burns stated that this public hearing had been advertised in the paper. She asked for a motion to open the public hearing.

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

**i. Consideration of Resolution 2025-07 Expressing the District's Intent to Utilize the Uniform Method of Collection on Boundary Amendment Lands**

Ms. Burns stated they had already gone through the process for all the lands currently in the District. Therefore, adding the parcels would allow us to collect assessments. She noted that this resolution would enable the District to collect assessments on the tax bill in those areas when they are ready to do so.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-07 Expressing the District's Intent to Utilize the Uniform Method of Collection on Boundary Amendment Lands, 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. Van Wyk stated that this was a reminder about their training.

**B. Engineer**

Mr. Malave had nothing further to report.

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**C. District Manager's Report****i. Approval of Check Register**

Ms. Burns said they would present the preliminary budget at the May meeting. She added that she would have to approve all the check registers included in the package for review. She noted that she would be happy to answer any questions on those. 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. Cassidy, 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.

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



Secretary/Assistant Secretary

Signed by:



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Chairman/Vice Chairman