

**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, July 8, 2025**, at 9:49 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk
Bobbie Henley
Lindsey Roden

Vice Chairperson
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Meredith Hammock
Savannah Hancock
Rey Malave *by Zoom*
Joey Duncan *by Zoom*
Joel Blanco

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

The following is a summary of the discussions and actions taken at the July 8, 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 9:49 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 May 6, 2025
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the May 6, 2025, Board of Supervisors meeting. She asked for any questions, comments, or corrections to the minutes. The Board had no changes to the minutes.

July 8, 2025

Hamilton Bluff CDD

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Minutes from the May 6, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Presentation of Fiscal Year 2024 Audit Report

Ms. Burns reviewed the management letter on page 31 of the agenda package which noted that this was a clean audit. There were no instances of noncompliance or any findings. She noted that this audit was submitted to the state by the June 30th deadline.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock reminded the Board to complete their ethics training by the end of the year.

B. Engineer

Mr. Malave had nothing to report.

C. Field Manager's Report

i. Consideration of Proposal for Landscape Maintenance Services

Mr. Blanco reviewed the field manager's report. He reviewed the Prince and Sons proposal to provide landscaping maintenance services to the District. The proposal cost was \$14,922.67 per month totaling \$179,072 for the year.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Proposal for Landscape Maintenance Services, was approved.

ii. Consideration of Proposal for Discing Dry Ponds

Mr. Blanco reviewed the proposal from Prince and Sons to disc the dry pond bottoms. The proposal was \$1,800 totaling \$21,600 per year.

July 8, 2025

Hamilton Bluff CDD

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Proposal for Discing Dry Ponds NTE \$21,600 annually, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register included in the package for review. She noted that she would be happy to answer any questions on those.

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.

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. Henley, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman