

**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, December 2, 2025** at 10:00 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk	Vice Chairperson
Bobbie Shockley	Assistant Secretary
Lindsey Roden	Assistant Secretary
Emily Hazelrig	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Joey Duncan	District Engineer, Dewberry
Marshall Tindall	Field Manager, GMS

The following is a summary of the discussions and actions taken at the December 2, 2025, Hamilton Bluff Community Development District's Regular Board of Supervisors' Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 10:01 a.m. and called roll. Four Supervisors were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

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THIRD ORDER OF BUSINESS

Approval of Minutes of the October 7, 2025 Board of Supervisors Meeting

Ms. Burns presented the minutes from the October 7, 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. Shockley, seconded by Ms. Roden, with all in favor, the Minutes from the October 7, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District

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

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

i. Consideration of Resolution 2026-02 Adopting Amended and Restated Rules of Procedure for the District

Ms. Burns presented Resolution 2026-02 adopting the amended and restated rules of procedure for the District to the Board. She stated that this provides updates for recent statutory changes as well as a few cleanup items.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-02 Adopting Amended and Restated Rules of Procedure for the District, was approved.

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

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

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FIFTH ORDER OF BUSINESS

Ratification of Audit Services Engagement Letter for Fiscal Year 2025 Audit

Ms. Burns stated that the Audit Services Engagement Letter for Fiscal Year 2025 audit had already been executed. She noted that it is with DMHB and it does not exceed \$3,1500. She asked for a motion to ratify.

On MOTION by Ms. Shockley, seconded by Ms. Hazelrig, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2025 Audit, was ratified.
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SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated she had nothing to report. She reminded the Board that their ethics training is required to be completed by the end of the month.

B. Engineer

Mr. Duncan had nothing further to report.

C. Field Manager's Report

Mr. Tindall stated that they had outlets added to some of the entrance lights to accommodate holiday decorations that were installed. He noted that they are still waiting for an electrician to install one of the lights so that an outlet could be added. He added that the lights were plugged in, so most of the entrances outside of Redwood Lane were completed.

Mr. Tindall noted that contracted services overall look good. He stated that the approved palm injections and annuals are being scheduled, with the annuals being scheduled for spring to allow time for all the initial plantings to go in. He noted that since they are still working, they don't want to put annuals in and have them get trampled so they will start in the spring. He added that there are a lot of new plantings being done up and down the main boulevard and some other areas, including the parks. He stated that those are being monitored with the vendor to ensure that they are detailed once ready and there might be an adjustment on price to accommodate all those, which they will assess once all those are finished.

Mr. Tindall stated that they have some signs that have been knocked down or bent, which is not unusual with construction and large vehicles coming and going. He noted that they have

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some of those marked for repairs and they will get them done as soon as possible. He added that they have had a dog park that has been added, but they are still missing sod, and they will keep tabs on that as it goes along.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns stated that the check register is included in the agenda package for review. She added that if anyone had questions, she would be happy to answer.

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

ii. Balance Sheet & Income Statement

Ms. Burns stated the financial statements are included. She offered to take any questions. These are for informational purposes, no action necessary.

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors’ Request and Audience Comments

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:
Laron O. Schenk

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Chairman/Vice Chairman