

**MINUTES OF MEETING
HAM BROWN RESERVE COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Ham Brown Reserve Community Development District held a Public Hearing and Regular Meeting on August 28, 2024 at 11:00 a.m., at the Hampton Inn & Suites by Hilton, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

Present at the meeting were:

Jack Traynor	Chair
Atino Secor	Vice Chair
Dan Fitzpatrick	Assistant Secretary
Ryan O'Dowd	Assistant Secretary
Mike Roche	Assistant Secretary

Also present:

Cindy Cerbone	District Manager
Jere Earlywine (via telephone)	District Counsel
Xabier Guerricagoitia	District Engineer
Jon Droor	Development Team

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 11:07 a.m.
All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2024/2025 Budget**

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-20, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Cerbone presented Resolution 2024-20. She reviewed the proposed Fiscal Year 2025 budget, which is unchanged since it was last presented. This is a Landowner-funded budget with expenses funded as they are incurred. A reduced monthly Management Fee of \$2,000 will be billed until bonds are issued. As discussed at the last meeting, "Field Operations" and "Electricity" are budgeted for Fiscal Year 2025.

On MOTION by Mr. Fitzpatrick and seconded by Mr. Roche, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Fitzpatrick and seconded by Mr. Roche, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Traynor and seconded by Mr. Secor, with all in favor, Resolution 2024-20, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2024/2025
Budget Funding Agreement**

Ms. Cerbone presented the Fiscal Year 2024/2025 Budget Funding Agreement.

On MOTION by Mr. Fitzpatrick and seconded by Mr. Roche, with all in favor, the Fiscal Year 2024/2025 Budget Funding Agreement, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Ms. Cerbone presented the Memorandum detailing this new requirement and explained that newly adopted legislation requires special districts to establish goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives, publish an annual report on its website detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

Ms. Cerbone stated that District Management and District Counsel collaborated on identifying Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability as the key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each.

Ms. Cerbone presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD and explained how the CDD will meet the goals.

On MOTION by Mr. Secor and seconded by Mr. Fitzpatrick, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

SIXTH ORDER OF BUSINESS**Ratification Items**

Ms. Cerbone presented the following:

- A. Community Management Professionals, Inc. Agreement for Field Operations Services**
- B. Boyd Civil Engineering Inc. Agreement for Engineering Services**

On MOTION by Mr. Fitzpatrick and seconded by Mr. Roche, with all in favor, the Community Management Professionals, Inc. Agreement for Field Operations Services and the Boyd Civil Engineering Inc. Agreement for Engineering Services, were ratified.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-11,
Designating the Location of the Local
District Records Office and Providing an
Effective Date**

This item was deferred.

EIGHTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of July 31, 2024**

**On MOTION by Mr. Traynor and seconded by Mr. Roche, with all in favor, the
Unaudited Financial Statements as of July 31, 2024, were accepted.**

NINTH ORDER OF BUSINESS

**Approval of April 16, 2024 Regular Meeting
Minutes**

**On MOTION by Mr. Fitzpatrick and seconded by Mr. Roche, with all in favor,
the April 16, 2024 Regular Meeting Minutes, as presented, were approved.**

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated that he reviewed the plat and the HOA Declarations. A Boundary Amendment is pending. He asked for an update regarding the project status, utility and roadway turnover and anticipated bond issuance.

Mr. Fitzpatrick stated that there are no upcoming utility or road turnovers. Site work is well underway; the first phase of completion for some utilities is estimated to be in 45 days. Mr. Earlywine suggested Staff discuss an acquisition package in mid-October.

Discussion ensued regarding bond issuance, completion of utilities and possibly issuing bonds in November 2024.

Mr. Earlywine will schedule a call to discuss bond issuance; bond items might be considered at the October meeting.

B. District Engineer: Boyd Civil Engineering, Inc.

Mr. Guerricagoitia stated that updated Exhibits for the Boundary Amendment were prepared; those will be sent this afternoon.

Ms. Cerbone asked if another Uniform Method hearing will be necessary. Mr. Earlywine replied affirmatively and stated that assessments must be levied on four additional lots; this will be included in the bond issuance.

C. District Manager: Wrathell, Hunt and Associates, LLC

Ms. Cerbone reminded the Board Members to File Form 1. District Management Staff can assist with issues related to the link provided by the Florida Commission on Ethics. She discussed the requirement to complete hours of ethics training by December 31, 2024 and stated the email that includes links will be re-sent upon request.

- **NEXT MEETING DATE:** September 25, 2024 at 11:00 AM
 - **QUORUM CHECK**

The next meeting will be held on September 25, 2024, unless canceled.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Secor and seconded by Mr. Roche, with all in favor, the meeting adjourned at 11:27 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair