

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

The Board of Supervisors of the Ham Brown Reserve Community Development District held Public Hearings and a Regular Meeting on August 27, 2025 at 11:00 a.m., at the Hampton Inn & Suites by Hilton, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

Present:

Jack Traynor
Atino Secor
Ryan O'Dowd

Chair
Vice Chair
Assistant Secretary

Also present:

Jamie Sanchez
Cindy Cerbone
Jere Earlywine (via telephone)
Xabier Guerricagoitia
Kassandra Kouvaras
Dalton Blauvelt
Matthew Grundon
Angie Zayas

District Manager
Wrathell, Hunt and Associates
District Counsel
District Engineer
Operations Manager, Associa
Ashton Woods
Ashton Woods
Ashton Woods

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 11:00 a.m.

Supervisors Traynor, Secor and O'Dowd were present. Two seats were vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consider Appointment of Dalton Blauvelt to Fill Unexpired Term of Seat 3; Term Expires November 2026

Mr. O'Dowd nominated Dalton Blauvelt to fill Seat 3. No other nominations were made.

On MOTION by Mr. O’Dowd and seconded by Mr. Secor, with all in favor, the appointment of Dalton Blauvelt to fill Seat 3, was approved.

- **Administration of Oath of Office to Appointed Supervisor (the following to be provided under separate cover)**

The Oath of Office will be administered during the Fourth Order of Business.

The following items were discussed with the new Supervisors before the meeting.

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligations and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FOURTH ORDER OF BUSINESS

Consider Appointment of Matthew Grundon to Fill Unexpired Term of Seat 4; Term Expires November 2026

Mr. O’Dowd nominated Matthew Grundon to fill Seat 4. No other nominations were made.

On MOTION by Mr. O’Dowd and seconded by Mr. Secor, with all in favor, the appointment of Mr. Matthew Grundon to fill Seat 4, was approved.

- **Administration of Oath of Office to Appointed Supervisor**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Dalton Blauvelt and Matthew Grundon.

FIFTH ORDER OF BUSINESS

Acceptance of Resignation of Jack Traynor [Seat 1]

Mr. Traynor resigned from Seat 1.

On MOTION by Mr. Secor and seconded by Mr. O’Dowd, with all in favor, the resignation of Jack Traynor from Seat 1, was accepted.

SIXTH ORDER OF BUSINESS

Consider Appointment of Angie Zayas to Fill Unexpired Term of Seat 1; Term Expires November 2028

Mr. O’Dowd nominated Angie Zayas to fill Seat 1. No other nominations were made.

On MOTION by Mr. O’Dowd and seconded by Mr. Secor, with all in favor, the appointment of Angie Zayas to fill Seat 1, was approved.

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Angie Zayas.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-10, Electing and Removing Officers of the District, and Providing for an Effective Date

Ms. Sanchez presented Resolution 2025-10. Mr. Secor nominated the following:

- | | |
|-----------------|---------------------|
| Altino Secor | Chair |
| Angie Zayas | Vice Chair |
| Ryan O’Dowd | Assistant Secretary |
| Dalton Blauvelt | Assistant Secretary |
| Matthew Grundon | Assistant Secretary |

No other nominations were made. This Resolution removes the following:

- | | |
|--------------|-------|
| Jack Traynor | Chair |
|--------------|-------|

The following prior appointments by the Board remain unaffected by this Resolution:

- | | |
|----------------|---------------------|
| Craig Wrathell | Secretary |
| Cindy Cerbone | Assistant Secretary |
| Jamie Sanchez | Assistant Secretary |
| Craig Wrathell | Treasurer |
| Jeff Pinder | Assistant Treasurer |

On MOTION by Mr. Secor and seconded by Mr. O’Dowd, with all in favor, Resolution 2025-10, Electing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2025/2026 Budget

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2025-11, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Sanchez reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes. This budget will be funded via Landowner contributions and on-roll assessments.

Ms. Cerbone stated, since lots are platted and some assessments will be on-roll, individual invoices will be sent for each individual lot. Assessment revenues received from the Tax Collector will be deposited into the General Fund. The Landowner will only be billed for expenses if assessment revenues are not sufficient to cover the budgeted expenditures. A Deficit Funding Agreement will be executed, accordingly.

On MOTION by Mr. Secor and seconded by Mr. O’Dowd, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. O’Dowd and seconded by Mr. Secor, with all in favor, the Public Hearing was closed.

Ms. Sanchez presented Resolution 2025-11 and read the title.

On MOTION by Mr. Secor and seconded by Mr. O’Dowd, with all in favor, Resolution 2025-11, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2025/2026, Pursuant to Florida Law

A. Proof/Affidavit of Publication

B. Mailed Notice(s) to Property Owners

These items were included for informational purposes.

C. Consideration of Resolution 2025-12, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Ms. Sanchez presented Resolution 2025-12, which enables the CDD to impose and collect the assessments utilizing the services of the Property Appraiser and Tax Collector.

On MOTION by Mr. O’Dowd and seconded by Mr. Secor, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. O’Dowd and seconded by Mr. Secor, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Secor and seconded by Mr. O’Dowd, with all in favor, Resolution 2025-12, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

▪ Consideration of Fiscal Year 2026 Deficit Funding Agreement

This item was an addition to the agenda.

Mr. Earlywine presented the Fiscal Year 2026 Deficit Funding Agreement.

Ms. Sanchez stated the Agreement is in the electronic agenda.

On MOTION by Mr. Secor and seconded by Mr. O’Dowd, with all in favor, the Fiscal Year 2026 Deficit Funding Agreement, in substantial form, was approved.

TENTH ORDER OF BUSINESS

Consideration of Land & Lakes, LLC Grounds Care Proposal and Agreement

Ms. Sanchez presented the Land & Lakes, LLC Grounds Care Proposal and Agreement, which is included in the Fiscal Year 2026 budget.

Ms. Cerbone stated District Counsel will prepare a CDD form of Agreement; the version in the agenda will become an Exhibit, as it is a proposal. When the Agreement is prepared, it will be sent to the vendor and the Chair for execution. The CDD form of Agreement will be utilized with all vendors, and all other Agreements or proposals will be attached as an Exhibit to the CDD Agreement. A Certificate of Insurance is also needed.

On MOTION by Mr. O’Dowd and seconded by Mr. Secor, with all in favor, the Land & Lakes, LLC Grounds Care Proposal and Agreement, and directing District Counsel to prepare a form of Agreement, and authorizing the Chair to execute, were approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]

Ms. Sanchez presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards. She noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

On MOTION by Mr. O’Dowd and seconded by Mr. Secor, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.

Discussion ensued regarding the District Engineer’s annual inspection of CDD infrastructure. It was noted that the CDD has not yet acquired any infrastructure and any conveyances must first be conveyed to the CDD before conveyance to the appropriate utility, or via simultaneous conveyance in cooperation with District Counsel, in order for bond funds to be used for reimbursement.

The Board and Staff discussed platting, utility turnovers and documentation.

Mr. Guerricagoitia stated the utilities are 95% complete and nearly ready to convey. Mr. Earlywine asked for the Site Work Contract and the last pay application. It was noted that the draft paperwork for conveyance of the land is under review by Toho Water Authority (Toho).

Ms. Cerbone stated Mr. Guerricagoitia’s Report would change to reflect ownership of any infrastructure or utilities conveyed by September 30, 2025, but an inspection would not be required unless the utilities remain with the CDD.

Discussion ensued regarding the turnover process.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2025-06, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

THIRTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of July 31, 2025

On MOTION by Mr. Secor and seconded by Mr. O’Dowd, with all in favor, the Unaudited Financial Statements as of July 31, 2025, were accepted.

FOURTEENTH ORDER OF BUSINESS

Approval of May 28, 2025 Regular Meeting Minutes

The following changes were made:

Lines 47 and 48: Change “Elected Supervisors [Peter Eduardo – Seat 2, Greg Mundell – Seat 4]” to “Appointed Supervisors”

On MOTION by Mr. O’Dowd and seconded by Mr. Secor, with all in favor, the May 28, 2025 Regular Meeting Minutes, as amended, were approved.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

The upcoming bond issuance and bond closing processes were discussed.

B. District Engineer: Boyd Civil Engineering, Inc.

There was no report.

▪ Operations Manager: Associa

This item was an addition to the agenda.

Ms. Kouvaras stated she will finalize the Certificate of Insurance (COI).

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

- **0 Registered Voters in District as of April 15, 2025**
- **Property Insurance on Vertical Assets**
- **Form 1 Submission and Ethics Training**

Ms. Sanchez confirmed that existing Board Members received their email and completed their Form 1 filing. She reminded the Board Members to complete the required four hours of ethics training by December 31, 2025. Completion of the requirement will be noted when filing Form 1 in 2026.

Discussion ensued regarding the required Form 1F filing for resigning Board Members.

- **Hard Copy Agendas vs Tablets**

The Board Members prefer hard copy agendas.

Ms. Cerbone reminded the Board Members not to respond to public records requests; they should be forwarded to District Management right away.

- **NEXT MEETING DATE: September 24, 2025 at 11:00 AM**
 - **QUORUM CHECK**

The September 24, 2025 meeting will be cancelled.

SIXTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

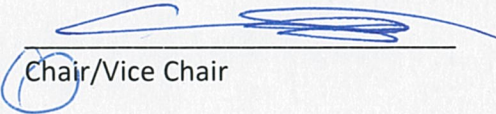
EIGHTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. O'Dowd and seconded by Mr. Secor, with all in favor, the meeting adjourned at 11:35 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair