

**THE HAMMOCKS
COMMUNITY DEVELOPMENT
DISTRICT**

January 11, 2017

AGENDA PACKAGE

AGENDA

The Hammocks Community Development District

Severn Trent Management Services
210 University Drive, #702, Coral Springs, FL 33071
Tel: 954-753-5841; Fax 954-345-1292

January 4, 2017

Board of Supervisors
The Hammocks Community
Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of The Hammocks Community Development District will be held Wednesday, January 11, 2017 at 8:00 a.m. at the Brentwood Clubhouse, 8504 Sandpiper Ridge Avenue, Tampa, Florida. Following is the advanced agenda for the meeting:

1. Call to Order and Roll Call
2. Organizational Matters
 - A. Oath of Office
 - B. Resolution 2017-01, Designation of Officers
3. Public Comments on Agenda Items
4. Consent Agenda
 - A. Approval of the Minutes of the November 9, 2016 meeting
 - B. Approval of the Financial Statements
5. Staff Reports
 - A. Manager
 - i. Motion: Assigning of Fund Balance as of September 30, 2016
 - ii. Consideration of Mulch Proposal
 - iii. Resolution 2017-02, Amending Fiscal Year 2017 Debt Service Budget
 - B. Attorney
 - C. Engineer
6. Supervisors' Requests
7. Audience Comments
8. Adjournment

Any supporting documents not enclosed for the items above will be distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. I look forward to seeing you at the meeting and in the meantime, if you have any questions, please contact me.

Sincerely,

Andrew P. Mendenhall, PMP

Manager

cc: Tracy Robin Tonja Stewart Denise Ganz

Second Order of Business

2B.

RESOLUTION 2017-01

A RESOLUTION DESIGNATING OFFICERS OF THE HAMMOCKS COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of The Hammocks Community Development District, at a regular business meeting following the General Election held on November 8, 2016, desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HAMMOCKS COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

- _____ Chairman
- _____ Vice Chairman
- Andrew P. Mendenhall _____ Secretary
- Robert Koncar _____ Treasurer
- Stephen Bloom _____ Assistant Treasurer
- _____ Assistant Secretary
- _____ Assistant Secretary
- _____ Assistant Secretary

PASSED AND ADOPTED THIS 11th DAY OF JANUARY, 2017.

The Hammocks Community Development District

Chairman

Attest:

Andrew P. Mendenhall, PMP
Secretary

Fourth Order of Business

4A.

**MINUTES OF MEETING
THE HAMMOCKS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Hammocks Community Development District held a Regular Meeting on Wednesday, November 9, 2016 at 8:00 a.m. in the Brentwood Clubhouse, 8504 Sandpiper Ridge Avenue, Tampa, Florida.

Present and constituting a quorum were:

Michelle Motschman	Chairperson
Jeffrey Blank	Vice Chairperson
Burgess Griffith	Assistant Secretary
Frances Plantikow	Assistant Secretary

Also present were:

Andrew P. Mendenhall	District Manager
Bob Nanni	District Manager

The following is a summary of the minutes and actions taken.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Mendenhall called the meeting to order and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comments on Agenda Items

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the Minutes of the September 14, 2016**
- B. Approval of the Financial Statements**

On MOTION by Ms. Plantikow seconded by Mr. Griffith with all in favor to approve the consent agenda was approved.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Manager

i. Dissemination Agent – Prager & Co., LLC

On MOTION by Ms. Motschman seconded by Mr. Griffith with all in favor Dissemination Agent – Prager & Co., LLC termination was approved.

B. Attorney

There being none, the next item followed.

C. Engineer

The Board would like Ms. Stewart to have a closer look at the conversation area.

FIFTH ORDER OF BUSINESS

Supervisors’ Request

There being none, the item followed.

SIXTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Motschman seconded by Mr. Griffith with all in favor the meeting was adjourned.

Chairperson

4B

**The Hammocks
Community Development District**

Financial Report

November 30, 2016

Prepared by



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**The Hammocks
Community Development District**

Financial Statements

(Unaudited)

November 30, 2016

Balance Sheet
November 30, 2016

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2016 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash - Checking Account	\$ 229,688	\$ -	\$ 229,688
Accounts Receivable	24,466	-	24,466
Interest/Dividend Receivables	91	-	91
Due From Other Funds	-	95,465	95,465
Investments:			
Certificates of Deposit - 18 Months	40,000	-	40,000
Money Market Account	62,455	-	62,455
Interest Account	-	5	5
Reserve Fund	-	129,360	129,360
Revenue Fund	-	7,080	7,080
TOTAL ASSETS	\$ 356,700	\$ 231,910	\$ 588,610
<u>LIABILITIES</u>			
Accounts Payable	\$ 21,568	\$ -	\$ 21,568
Accrued Expenses	167	-	167
Due To Other Funds	95,465	-	95,465
TOTAL LIABILITIES	117,200	-	117,200
<u>FUND BALANCES</u>			
Restricted for:			
Debt Service	-	231,910	231,910
Assigned to:			
Operating Reserves	52,762	-	52,762
Reserves - Ponds	30,878	-	30,878
Unassigned:	155,860	-	155,860
TOTAL FUND BALANCES	\$ 239,500	\$ 231,910	\$ 471,410
TOTAL LIABILITIES & FUND BALANCES	\$ 356,700	\$ 231,910	\$ 588,610

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 106	\$ 18	\$ 112	\$ 94
Interest - Tax Collector	-	-	32	32
Special Assmnts- Tax Collector	219,731	65,919	63,437	(2,482)
Special Assmnts- Discounts	(8,789)	(2,637)	(2,545)	92
TOTAL REVENUES	211,048	63,300	61,036	(2,264)
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	6,000	1,000	800	200
FICA Taxes	459	77	61	16
ProfServ-Arbitrage Rebate	600	600	600	-
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Engineering	2,500	417	217	200
ProfServ-Legal Services	2,000	333	152	181
ProfServ-Mgmt Consulting Serv	46,678	7,780	7,780	-
ProfServ-Special Assessment	12,500	-	-	-
ProfServ-Trustee Fees	3,718	-	-	-
Auditing Services	5,000	-	-	-
Postage and Freight	600	100	9	91
Insurance - General Liability	10,705	10,705	10,342	363
Printing and Binding	400	67	40	27
Legal Advertising	500	83	-	83
Misc-Bank Charges	690	115	165	(50)
Misc-Assessmnt Collection Cost	4,395	1,319	1,218	101
Misc-Web Hosting	1,000	167	167	-
Office Supplies	25	4	-	4
Annual District Filing Fee	175	175	175	-
Total Administration	98,945	22,942	21,726	1,216

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Field				
Contracts-Landscape	56,599	9,433	7,075	2,358
Contracts-Lakes	4,404	734	734	-
R&M-Fence	5,000	410	410	-
R&M-Irrigation	1,000	167	-	167
R&M-Mulch	3,000	-	-	-
Misc-Contingency	20,000	3,333	-	3,333
Reserve - Ponds	22,100	-	-	-
Total Field	112,103	14,077	8,219	5,858
TOTAL EXPENDITURES	211,048	37,019	29,945	7,074
Excess (deficiency) of revenues Over (under) expenditures	-	26,281	31,091	4,810
Net change in fund balance	\$ -	\$ 26,281	\$ 31,091	\$ 4,810
FUND BALANCE, BEGINNING (OCT 1, 2016)	208,409	208,409	208,409	
FUND BALANCE, ENDING	\$ 208,409	\$ 234,690	\$ 239,500	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	447,450	134,235	-	(134,235)
Special Assmnts- Discounts	(17,898)	(5,369)	-	5,369
TOTAL REVENUES	429,552	128,866	-	(128,866)
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	8,949	2,685	-	2,685
Total Administration	8,949	2,685	-	2,685
Debt Service				
Debt Retirement Series A	135,000	-	-	-
Interest Expense Series A	275,275	137,638	-	137,638
Total Debt Service	410,275	137,638	-	137,638
TOTAL EXPENDITURES	419,224	140,323	-	140,323
Excess (deficiency) of revenues Over (under) expenditures	10,328	(11,457)	-	11,457
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	10,328	-	-	-
TOTAL FINANCING SOURCES (USES)	10,328	-	-	-
Net change in fund balance	\$ 10,328	\$ (11,457)	\$ -	\$ 11,457
FUND BALANCE, BEGINNING (OCT 1, 2016)	-	-	-	-
FUND BALANCE, ENDING	\$ 10,328	\$ (11,457)	\$ -	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ -	\$ -	\$ 27	\$ 27
Special Assmnts- Tax Collector	-	-	101,485	101,485
Special Assmnts- Discounts	-	-	(4,072)	(4,072)
TOTAL REVENUES	-	-	97,440	97,440
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	-	-	1,949	(1,949)
Cost of Issuance	-	-	10,000	(10,000)
Total Administration	-	-	11,949	(11,949)
Debt Service				
Interest Expense	-	-	28,340	(28,340)
Total Debt Service	-	-	28,340	(28,340)
TOTAL EXPENDITURES	-	-	40,289	(40,289)
Excess (deficiency) of revenues Over (under) expenditures	-	-	57,151	57,151
Net change in fund balance	\$ -	\$ -	\$ 57,151	\$ 57,151
FUND BALANCE, BEGINNING (OCT 1, 2016)	-	-	174,759	
FUND BALANCE, ENDING	\$ -	\$ -	\$ 231,910	

**The Hammocks
Community Development District**

Supporting Schedules

November 30, 2016

Cash and Investment Report

November 30, 2016

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
Checking Account - Operating	Hancock	n/a	0.00%	\$45,259
Checking Account - Operating	Wells Fargo	n/a	0.00%	\$184,429
Certificate of Deposit - 18 months	Bank United	CD maturing 3/9/18	1.10%	\$40,000
MMA	Bank United	Money Market Account	0.45%	\$62,455
			Subtotal	\$332,143

Debt Service Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
Series 2016 Interest Account	US Bank	US Bank Open Ended CP	0.01%	\$5
Series 2016 Reserve	US Bank	US Bank Open Ended CP	0.01%	\$129,360
Series 2016 Revenue Fund	US Bank	US Bank Open Ended CP	0.01%	\$7,080
			Subtotal	\$136,445
			Total	\$468,588

The Hammocks CDD

Bank Reconciliation

Bank Account No. 2057 HANCOCK BANK - GF NEW
Statement No. 11-16
Statement Date 11/30/2016

G/L Balance (LCY)	45,259.03	Statement Balance	45,259.03
G/L Balance	45,259.03	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	45,259.03
Subtotal	45,259.03	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	45,259.03	Ending Balance	45,259.03
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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The Hammocks CDD

Bank Reconciliation

Bank Account No. 1989 Wells Fargo
 Statement No. 11-16
 Statement Date 11/30/2016

G/L Balance (LCY)	184,429.00	Statement Balance	184,429.00
G/L Balance	184,429.00	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	184,429.00
Subtotal	184,429.00	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	184,429.00	Ending Balance	184,429.00
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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The Hammocks Community Development District

Check Register by Fund
For the Period from 11/1/16 to 11/30/16
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
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GENERAL FUND - 001

001	3004	11/14/16	AQUATIC SYSTEMS, INC	0000355615	LAKE/WETLAND SVC - NOV 2016	LAKE/WETLAND SVC - NOV 2016	534084-53901	\$367.00
001	3005	11/14/16	STANTEC CONSULTING SERVICES INC	1113420	GEN CONSULT THRU 10/14/16	GEN CONSULT THRU 10/14/16	531013-51501	\$216.50
001	3000	11/10/16	JEFFREY R. BLANK	PAYROLL	November 10, 2016 Payroll Posting			\$184.70
001	3001	11/10/16	MICHELLE M. MOTSCHMAN	PAYROLL	November 10, 2016 Payroll Posting			\$184.70
001	3002	11/10/16	FRANCES K. PLANTIKOW	PAYROLL	November 10, 2016 Payroll Posting			\$183.45
001	3003	11/10/16	BURGESS S. GRIFFITH	PAYROLL	November 10, 2016 Payroll Posting			\$184.70

Fund Total \$1,321.05

Total Checks Paid \$1,321.05

Fifth Order of Business

5Ai.

**THE HAMMOCKS
COMMUNITY DEVELOPMENT DISTRICT**

Motion: Assigning Fund Balance as of 9/30/16

The Board hereby assigns fund balance as of 9/30/16 as follows:

General Fund

Operating Reserves	\$52,760
Reserves-Ponds	\$30,878

5Aii.

BUCCANEER LANDSCAPE MANAGEMENT

Bid Proposal

JOB #

	BID PROPOSAL NUMBER: B000082
JOB NAME: Hammocks CDD	DATE: 12.5.16
EMAIL: brian@buccaneerlandscape.com	ACCOUNT MANAGER BRIAN NIEHAUS
Scope of work: To install new hardwood mulch to nature trail in Oakwood Village.	APPROVED BY: PHONE NUMBER: 727.420.2512

SCOPE OF PROJECT:	
1.] To install approximately 75 cubic yards of new hardwood mulch to nature trail in Oakwood Village.	\$4125.00
TOTAL BID	\$4125.00

- PROPOSAL EXPIRES 30 DAYS FROM SUBMISSION.
- TERMS OF PAYMENT: NET 15 DAYS FROM INVOICE DATE.

5Aiii.

RESOLUTION 2017-02

A RESOLUTION AMENDING THE HAMMOCKS COMMUNITY DEVELOPMENT DISTRICT DEBT SERVICE FUND BUDGET FOR FISCAL YEAR 2017

WHEREAS, the Board of Supervisors, hereinafter referred to as the “Board”, of The Hammocks Community Development District, hereinafter referred to as “District”, adopted a Debt Service Fund Budget for Fiscal Year 2017, and

WHEREAS, the Board desires to reallocate funds budgeted to reappropriate Revenues and Expenses approved during the Fiscal Year.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HAMMOCKS COMMUNITY DEVELOPMENT DISTRICT THE FOLLOWING:

1. The Debt Service Fund Budget is hereby amended in accordance with Exhibits “A” and “B” attached.
2. This resolution shall become effective this 11th day of January 2017 and be reflected in the monthly and Fiscal Year End 9/30/2017 Financial Statements and Audit Report of the District.

**The Hammocks
Community Development District**

By: _____
Chairperson

Attest:

By: _____
Secretary, Andrew Mendenhall

EXHIBIT A

Proposed Budget Amendment
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET
<u>REVENUES</u>			
Interest - Investments	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	447,450	(447,450)	-
Special Assmnts- Discounts	(17,898)	17,898	-
TOTAL REVENUES	429,552	(429,552)	-
<u>EXPENDITURES</u>			
<u>Administration</u>			
Misc-Assessmnt Collection Cost	8,949	(8,949)	-
Total Administration	8,949	(8,949)	-
<u>Debt Service</u>			
Debt Retirement Series A	135,000	(135,000)	-
Interest Expense Series A	275,275	(275,275)	-
Total Debt Service	410,275	(410,275)	-
TOTAL EXPENDITURES	419,224	(419,224)	-
Excess (deficiency) of revenues Over (under) expenditures	10,328	(10,328)	-
Net change in fund balance	10,328	(10,328)	-
FUND BALANCE, BEGINNING (OCT 1, 2016)	-	-	-
FUND BALANCE, ENDING	\$ 10,328	\$ (10,328)	\$ -

EXHIBIT B

Proposed Budget Amendment
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET
<u>REVENUES</u>			
Interest - Investments	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	-	351,522	351,522
Special Assmnts- Discounts	-	(14,061)	(14,061)
TOTAL REVENUES	-	337,461	337,461
<u>EXPENDITURES</u>			
<u>Administration</u>			
Misc-Assessmnt Collection Cost	-	7,030	7,030
Cost of Issuance	-	10,000	10,000
Total Administration	-	17,030	17,030
<u>Debt Service</u>			
Principal Debt Retirement	-	165,000	165,000
Interest Expense	-	106,820	106,820
Total Debt Service	-	271,820	106,820
TOTAL EXPENDITURES	-	288,850	123,850
Excess (deficiency) of revenues Over (under) expenditures	-	48,611	213,611
Net change in fund balance	-	48,611	213,611
FUND BALANCE, BEGINNING (OCT 1, 2016)	-	-	-
FUND BALANCE, ENDING	\$ -	\$ 48,611	\$ 213,611