

**MINUTES OF MEETING
HAMAL
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Hamal Community Development District held a Regular Meeting on February 8, 2021 at 6:00 P.M., at the Briar Bay Clubhouse, 3400 Celebration Blvd., West Palm Beach, Florida 33411.

Present were:

Joseph Petrick	Chair
Steven Pincus	Vice Chair
Ione Senior	Assistant Secretary
Benjamin Cuningham	Assistant Secretary
Marc DePaul	Assistant Secretary

Also present were:

Howard McGaffney	District Manager
Sarah Warren (via telephone)	District Counsel
Leo Giangrande (via telephone)	District Engineer
Bruce King	Kings Association Management, Inc.
Kristin Royal	FirstService Residential
Laura Green	Sea Breeze Community Management Services, Inc
Wesley Finch	Kings Association Management, Inc.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. McGaffney called the meeting to order at 6:01 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Consideration of Proposal(s) for Part-Time Supervision of Field Operations

Mr. McGaffney recalled that this item was addressed at the previous meeting and the scope of work was revised according to the Board's feedback.

A. Positions Specifications

Mr. McGaffney highlighted the position overview, the hours and the responsibilities of the position.

B. Respondent(s)

Mr. McGaffney suggested that presenters extend personal courtesy to their counterparts by exiting the room during presentations and stated that each presenter should limit their presentation to 10 minutes or less to allow for questions from the Board.

I. FirstService Residential

Ms. Kristin Royal thanked the Board for the invitation to present, gave an overview of her background, experience and role as the Business Development Director for FirstService Residential (FSR). Referencing the proposal, Ms. Royal reviewed the following items:

- FSR manages 2,000 associations within the Florida market and 550 associations in Palm Beach County, including several neighboring communities.
- FSR examined the scope of work and recommends a 10-hour per week individual to service the District; a Licensed Community Manager has already been identified.
- Vendor management is a primary feature of FSR's services.
- FSR's chain of command would provide 360 degrees of support to the CDD.
- FSR has an average 12-year retention rate.
- The goal would be to beautify the community and keep it looking good.

Ms. Royal responded to questions regarding the scope of work, risks, transparency, site inspections, CDD management experience, billing, insurance and coordination with HOAs.

II. Kings Association Management, Inc.

Mr. Bruce King discussed the following:

- Kings Association Management, Inc. (KAM) currently manages the landscaping for Hamal.
- KAM services a few other neighboring communities.

➤ KAM offers on-site management, is responsive to the CDDs needs and very familiar with the infrastructure.

➤ Integration is what sets KAM apart from other firms and he has good working relationships with Mr. Finch, on-site Administration and Mr. McGaffney, the District Manager.

Discussion ensued regarding integration, foot traffic, the lakes, the fountain, the stormwater system and coordination with the District Engineer, contractors and the HOA.

III. Sea Breeze Community Management Services, Inc.

Ms. Laura Green introduced herself as the Senior Manager for Sea Breeze Community Management Services (SBCMS) and discussed the following:

➤ Recently-upgraded technology allows managers and clients to view work orders and reports online and documents are easily accessible.

➤ Explained how the scope of work would be performed.

Ms. Green responded to questions regarding responding to emailing residents, property manager or point person, monthly management and office support fee, hours and contract renewal details.

Mr. McGaffney recapped that it was important for the Board to select a vendor who is an effective communicator, provides weekly reports, educates residents and provides field operations supervision. There was no need to rank the respondents because, in this case, there was no formal Request for Proposals (RFP) process.

Discussion ensued regarding the proposals, cost, scope of work, 15 hours per month specification, staff turnover, landscape and preserve management, Hamilton Bay and digital communication. Mr. McGaffney polled the Board.

On MOTION by Ms. Senior and seconded by Mr. Petrick, with Ms. Senior, Mr. Petrick and Mr. Cuningham in favor and Mr. DePaul and Mr. Pincus dissenting, the Kings Association Management, Inc., proposal, in the amount of \$1,175 per month, was approved. (Motion passed 3-2)

Mr. McGaffney stated District Staff would prepare an amended form of agreement to be executed by the Chair or Vice Chair. Asked how long it would take to draft the form of

agreement, Ms. Warren stated it would be completed by the end of the week. The Board agreed on a contract start date of March 1, 2021.

FOURTH ORDER OF BUSINESS**Consideration of Proposal for Boundary Survey**

Mr. McGaffney stated Mr. Petrick inquired about the ownership and maintenance responsibility of the irrigation pump and the median on Jog Road, in front of Briar Bay. He contacted the Craig A. Smith & Associates (CAS) regarding a survey and, although it appears that the CDD is responsible for maintenance, it is not clearly stated on any of the transmitted documents. The meter is in the CDD's name and was assigned to Florida Power & Light (FPL). Historically, repairs were facilitated by KAM and paid for by the CDD, who is the Assignee.

Mr. McGaffney noted that, while the Board would like a survey, Mr. Pincus recalled that a boundary survey of the median and the entire District was done many years ago. He asked Mr. Giangrande if he has knowledge of it. Mr. Giangrande stated, if there was a survey, the information would still be on his server and it was not; however, according to the plat, maintenance should be handled by the District.

Discussion ensued regarding the April 1, 2001 plat, the median and past discussions regarding maintenance obligations for the median between the District, the City and the County. Mr. McGaffney read the following items from the plat into the record:

- “Tract R and Tract RR, residential access streets are hereby dedicated to Briar Bay Community Association Incorporated.”
- “An Ingress and Egress easement over Tracts R and RR is hereby dedicated to the Hamal CDD for access and for the construction of water and sewer utilities. The lands lying under said Ingress and Egress’ being the perpetual maintenance responsibility of the Briar Bay Community Association, not Florida not-for-profit, its successors and/or its assignees with recourse to the District.”
- “The buffer landscape easement as shown here on are dedicated to the Hamal CDD.”

Mr. Giangrande stated the plat is the overlying structure of how everything is developed as well as identifying densities and everything associated with land plan rights. Mr. McGaffney

stated the data shows that the CDD has the perpetual maintenance obligation, which is confirmed by the fact that the meters are in the CDD’s name and are maintained by the CDD.

Discussion ensued regarding the entity responsible for maintenance of the Jog Road median, the plat, right-of-way (ROW) line, Tract O, liability and insurance coverage. Ms. Warren recommended tabling approval of another survey to the next meeting to give Staff time to research the archives and check with Mr. Van Wyk about a previous opinion on the matter.

The Board’s consensus was to table this item to the May meeting and authorize District Counsel and the District Engineer to research the archives for the maintenance obligation of the Jog Road median.

FIFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2020

Mr. McGaffney presented the Unaudited Financial Statements as of December 31, 2020.

On MOTION by Mr. Pincus and seconded by Mr. Cuningham, with all in favor, the Unaudited Financial Statements as of December 31, 2020, were accepted.

SIXTH ORDER OF BUSINESS

Approval of December 2, 2020 Special Meeting Minutes

Mr. McGaffney presented the December 2, 2020 Special Meeting Minutes. The following change was made:

Lines 134 and 135: Change “the Sheriff’s Department” to “the City of West Palm Beach Police Department”

On MOTION by Mr. Cuningham and seconded by Ms. Senior, with all in favor, the December 2, 2020 Special Meeting Minutes, as amended, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Hopping Green & Sams, P.A.***

- **Consideration of Hopping Green & Sams Hourly Rate Increase**

Ms. Warren stated that Florida’s legislative session would soon commence and Staff would monitor all proposed legislation that may impact CDDs; updates would be provided.

Ms. Warren presented the HGS hourly rate increase letter. Her hourly rate would increase from \$265 to \$285.

On MOTION by Ms. Senior and seconded by Mr. Petrick, with all in favor, the HGS Hourly Rate Increase, was approved.

B. District Engineer: *Giangrande Engineering and Planning, LLC*

Mr. Giangrande reported the following:

- Additional Signage for Fishing and Other Recreational Activities: A sign was located that reads, “Fishing, catch and release only”. The cost ranged from \$1,000 to \$3,000.

The Board approved the cost for the signage. Mr. Giangrande stated it would take approximately three weeks for the signs to be installed.

- Pending Fence Repairs – Jog Road and Pump House Area: The contractor requested a deposit.

Mr. McGaffney stated the contractor should fill out the paperwork and Management would transmit a check or Mr. Giangrande’s company could handle it and submit an invoice. Mr. Giangrande preferred to facilitate the deposit and invoice Management.

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

Mr. McGaffney stated membership in the Florida Association of Special Districts (FASD) was renewed.

- **NEXT MEETING DATE: May 10, 2021 at 6:00 P.M.**
 - **QUORUM CHECK**

The next meeting would be held on May 10, 2021 at 6:00 p.m.

Ms. Senior reported that her neighbor spotted an alligator in Pond #6, on Santa Margarita.

Mr. Pincus noted an enormous amount of trash near Pond #3, close to Jog Road.

NINTH ORDER OF BUSINESS

Public Comments

There were no public comments.


TENTH ORDER OF BUSINESS

Adjournment

There being no further business to discuss, the meeting adjourned.

On MOTION by Mr. Pincus and seconded by Mr. DePaul, with all in favor, the meeting adjourned at 8:32 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair