



DPFG Management & Consulting, LLC

***HAWTHORNE MILL  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Date & Time:  
September 28, 2018  
10:30 a.m.***

***Location:  
JSK Engineering  
5904 Hillside Drive  
Lakeland, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Hawthorne Mill Community Development District

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DPFG Management & Consulting, LLC

[X] 250 International Parkway, Suite 280  
Lake Mary FL 32746  
321-263-0132 Ext.4205

[ ] 15310 Amberly Drive, Suite 175  
Tampa, Florida 33647  
813-374-9105

September 28, 2018

Board of Supervisors

## Hawthorne Mill Community Development District

Dear Board Members:

The Landowners Meeting of the Board of Supervisors of the Hawthorne Mill Community Development District is scheduled for **September 28, 2018 at 10:30 a.m. at JSK Engineering located at 5904 Hillside Heights Drive, Lakeland, Florida**

*The advanced copy of the agenda for the meeting is attached along with associated documentation for your consideration. Any additional support material will be forward to you under separate cover or distributed at the meeting.*

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

Sincerely,

*Patricia Comings-Thibault*

Patricia Comings-Thibault  
District Manager

cc: Attorney  
Engineer  
District Records

District: **HAWTHORNE MILL COMMUNITY DEVELOPMENT DISTRICT**  
Date of Meeting: Friday, September 28th, 2018  
Time: 10:30 A.M.  
Location: JSK Engineering  
5904 Hillside Heights Drive  
Lakeland, FL

Dial-in Number: 712-775-7031  
Guest Access Code: 109-516-380

### *Agenda*

**I. Call to Order**

**II. Audience Comments**

**III. Administrative Items:**

- A. Approval of Minutes of the September 15, 2016 Meeting Exhibit 1
- B. Consideration of July, 2018 Unaudited Financial Statements Exhibit 2

**IV. Business Matters**

- A. Consideration of Petition to Dissolve the Hawthorne Mill Community Development District & Resolution **2018-01**,  
Dissolution of the Hawthorne Mill Community Development District Exhibit 3
- B. Consideration of Resolution **2018-02** Designating Date and Time for Landowners Meeting Exhibit 4

**V. Staff Reports**

- A. Manager
- B. Attorney
- C. Engineer

**VI. Supervisors Requests**

**VII. Adjournment**

# EXHIBIT 1

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**MINUTES OF MEETING  
HAWTHORNE MILL  
COMMUNITY DEVELOPMENT DISTRICT**

10 The Regular Meeting of the Board of Supervisors of the Hawthorne Mill Community  
11 Development District was held on Thursday, September 15, 2016 at 10:00 a.m. at JSK Engineering, 5904  
12 Hillside Heights Drive, Lakeland, Florida.

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**FIRST ORDER OF BUSINESS - Roll Call**

17 Ms. Comings-Thibault called the meeting to order.

18 Present and constituting a quorum were:

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Doug Draper	Board Supervisor, Vice Chairman
Lori Price	Board Supervisor, Assistant Secretary
Ted Sanders	Board Supervisor, Assistant Secretary

32 Also present were:

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Patricia Comings-Thibault	District Manager
Vivek Babbar	District Counsel

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**SECOND ORDER OF BUSINESS - Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS-Administrative Matters**

**A. Acceptance of the June 9, 2016 Meeting Minutes**

Ms. Comings-Thibault presented the June 9, 2016 Meeting Minutes and asked for comments,  
questions or corrections.

On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the June 9, 2016 Meeting Minutes for the Hawthorne Mill Community Development District.

**B. Presentation and Acceptance of the July 2016 Check Register**

Ms. Comings-Thibault presented the July 2016 Check Register and asked for  
comments or questions.

On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board accepted the July 2016 Check Register for the Hawthorne Mill Community Development District.

**FOURTH ORDER OF BUSINESS – Business Matters**

**A. FY 2017-2019 Budget Public Hearing**

48 **1. Open Public Hearing**

49  
50 Ms. Comings-Thibault requested a motion to open the Public Hearing.

51  
52 On a MOTION by Mr. Draper, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board opened  
53 the Public Hearing for the Hawthorne Mill Community Development District.

54  
55 **2. Presentation of the FY 2017-2019 Proposed Budget**

56  
57 Ms. Comings-Thibault presented the FY 2017-2019 Budget and asked for  
58  
59 comments or questions.

60  
61 **3. Public Comment**

62  
63 There being none, next item followed.

64  
65 **4. Close the Public Hearing**

66  
67 Ms. Comings-Thibault requested a motion to close the Public Hearing.

68  
69 On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board closed the  
70 Public Hearing for the Hawthorne Mill Community Development District.

71  
72 **B. Consideration of Resolution 2016-05 Annual Appropriation Resolution Adopting**  
73 **the FY 2017-2019 Budget & Budget Funding Agreement**

74  
75 Ms. Comings-Thibault presented Resolution 2016-05 Annual Appropriation Resolution Adopting  
76  
77 The FY 2017-2019 Budget & Budget Funding Agreement and asked for comments or questions.

78  
79 On a MOTION by Mr. Draper, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board adopted  
80 Resolution **2016-05** Annual Appropriation Resolution Adopting the FY 2017-2019 Budget & Budget  
81 Funding Agreement for the Hawthorne Mill Community Development District.

82  
83 **D. Consideration of Operations & Maintenance Promissory Note**

84  
85 Ms. Comings-Thibault presented the Operations & Maintenance Promissory Note and asked for  
86  
87 comments or questions.

88  
89 On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board accepted  
90 the Operations & Maintenance Promissory Note, subject to any final revisions that the Chairman may  
91 have to make before signing, for the Hawthorne Mill Community Development District.

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93 **FIFTH ORDER OF BUSINESS – Staff Reports**

94  
95 **A. Manager**

96  
97 There being none, next item followed.

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**B. Attorney**

There being none, next item followed.

**C. Engineer**

There being none, next item followed.

**SIXTH ORDER OF BUSINESS - Supervisors Requests**

There being none, next item followed.

**SEVENTH ORDER OF BUSINESS – Adjournment**

On a MOTION by Mr. Draper, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board adjourned the meeting for the Hawthorne Mill Community Development District.

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

**Title:**  Secretary  Assistant Secretary

**Title:**  Chairman  Vice Chairman

# EXHIBIT 2



# Hawthorne Mill CDD Community Development District

Financial Statements  
(Unaudited)

Period Ending  
July 31, 2018

# HAWTHORNE MILL CDD

## BALANCE SHEET

JULY 31, 2018

### ASSETS:

CASH  
ACCOUNTS RECEIVABLE

### **TOTAL ASSETS**

### GENERAL FUND

\$ 2

-

\$ 2

### CURRENT LIABILITIES

ACCTS PAYABLE/ACCRUED EXPENSES

\$ -

-

### FUND BALANCE:

NONSPENDABLE:

PREPAID AND DEPOSITS

-

RESTRICTED FOR:

-

ASSIGNED:

-

UNASSIGNED:

2

### **TOTAL LIABILITIES & FUND BALANCE**

\$ 2

# HAWTHORNE MILL CDD

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR THE PERIOD ENDING JULY 31, 2018

	2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
DEVELOPER CONTRIBUTION	\$ 37,094	30,912	2,184	(28,728)
INTEREST REVENUE	-		-	-
<b>TOTAL REVENUES</b>	<b>37,094</b>	<b>30,912</b>	<b>2,184</b>	<b>\$ (28,728)</b>
<b>EXPENDITURES</b>				
SUPERVISOR FEES	2,000	1,667	-	1,667
SUPERVISOR REIMBURSEMENTS	250	208	-	208
MANAGEMENT (Meetings)	5,000	4,167	-	4,167
MGMT. CONSULTING SERVICES	24,000	20,000	-	20,000
LEGAL SERVICES	1,000	833	1,409	(576)
INSURANCE (Liability, Property & Casualty)	2,599	2,599	2,550	49
LEGAL ADVERTISING	750	625	-	625
OTHER CURRENT CHARGES	600	500	50	450
ANNUAL DISTRICT FILING FEE	175	175	175	-
WEBSITE ADMIN.	720	600	600	-
<b>TOTAL</b>	<b>37,094</b>	<b>31,374</b>	<b>4,784</b>	26,590
<b>TOTAL EXPENDITURES</b>	<b>37,094</b>	<b>31,374</b>	<b>4,784</b>	<b>26,590</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>(462)</b>	<b>(2,600)</b>	<b>(2,138)</b>
FUND BALANCE - BEGINNING	-	-	2,602	
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ (462)</b>	<b>\$ 2</b>	<b>\$ -</b>

\* BASED ON PRIOR MGMT (RIZZETTA) TRIAL BALANCE

# HAWTHORNE MILL CDD

## BANK RECONCILIATION JULY 31, 2018

	<u>TOTAL</u>
<b>Balance Per Bank Statement</b>	\$ 1.78
Less: Outstanding Checks	-
<b><i>Balance Per Bank</i></b>	<u><u>\$ 1.78</u></u>
<b>Beginning Bank Balance Per Books</b>	\$ 13.78
Deposits	180.00
Cash Disbursements	(192.00)
<b><i>Balance Per Books</i></b>	<u><u>\$ 1.78</u></u>

# HAWTHORNE MILL CDD

## CHECK REGISTER FY 2018

Date	Num	Name	Memo	Deposits	Payments	Balance
<b>9/30/2017</b>		<b>EOY</b>		<b>2,610.00</b>	<b>139.99</b>	<b>2,601.78</b>
10/02/2017	2049	EGIS INSURANCE ADVISORS LLC	Ins - FY 2018		2,550.00	51.78
10/31/2017		Bank United	Service Charge		12.00	39.78
<b>10/31/2017</b>		<b>EOM</b>		<b>0.00</b>	<b>2,562.00</b>	<b>39.78</b>
11/09/2017		Developer Funding	GF 2018-01	235.00		274.78
11/10/2017	2050	FLORIDA DEPT OF ECONOMIC OPPC	Annual Filing Fee FY 2018		175.00	99.78
11/10/2017	2051	Venturesin.com, Inc	Web Site Hosting - October		60.00	39.78
11/10/2017	ACH11102017	Paychex	Payroll Fees		10.00	29.78
11/21/2017		Developer Funding	GF 2018-02	181.60		211.38
11/22/2017	2052	STRALEY ROBIN VERICKER	Legal Svcs thru 10/15/17		121.60	89.78
11/22/2017	2053	Venturesin.com, Inc	Web Site Hosing - November		60.00	29.78
11/30/2017		Bank United	Service Charge		12.00	17.78
<b>11/30/2017</b>		<b>EOM</b>		<b>416.60</b>	<b>438.60</b>	<b>17.78</b>
12/31/2017		Bank United	Service Charge		12.00	5.78
<b>12/31/2017</b>		<b>EOM</b>		<b>0.00</b>	<b>12.00</b>	<b>5.78</b>
01/31/2018		Developer Funding	GF 2018-03	211.50		217.28
01/31/2018		Bank United	Service Charge		12.00	205.28
<b>1/31/2018</b>		<b>EOM</b>		<b>211.50</b>	<b>12.00</b>	<b>205.28</b>
02/01/2018	2054	STRALEY ROBIN VERICKER	Legal Svcs thru 11/15/17		91.50	113.78
02/01/2018	2055	Venturesin.com, Inc	Website Hosting - Dec/Jan		120.00	-6.22
02/12/2018	ACH02122018	Paychex	Payroll Fees		30.00	-36.22
02/14/2018		Bank United	Banking Fee Refunds	120.00		83.78
02/28/2018		Bank United	Service Charge		12.00	71.78
<b>2/28/2018</b>		<b>EOM</b>		<b>120.00</b>	<b>253.50</b>	<b>71.78</b>
03/27/2018		Developer Funding	GF 2018-04	923.00		994.78
03/27/2018	2056	STRALEY ROBIN VERICKER	Legal Svcs thru 2/15/18		803.00	191.78
03/27/2018	2057	Venturesin.com, Inc	Web Site Hosting - Feb/Mar		120.00	71.78
03/31/2018		Bank United	Service Charge		12.00	59.78
<b>3/31/2018</b>		<b>EOM</b>		<b>923.00</b>	<b>935.00</b>	<b>59.78</b>
04/30/2018		Bank United	Service Charge		12.00	47.78
<b>4/30/2018</b>		<b>EOM</b>		<b>0.00</b>	<b>12.00</b>	<b>47.78</b>
05/10/2018	ACH5102018	Paychex	Payroll Fees		10.00	37.78
05/25/2018		Developer Funding	GF 2018-05	453.00		490.78
05/29/2018	2058	STRALEY ROBIN VERICKER	Legal Svcs thru 4/15/18		393.00	97.78
05/29/2018	2059	Venturesin.com, Inc	Web Site Hosting - April		60.00	37.78
05/31/2018		Bank United	Service Charge		12.00	25.78
<b>5/31/2018</b>		<b>EOM</b>		<b>453.00</b>	<b>475.00</b>	<b>25.78</b>
06/30/2018		Bank United	Service Charge		12.00	13.78
<b>6/30/2018</b>		<b>EOM</b>		<b>0.00</b>	<b>12.00</b>	<b>13.78</b>
07/03/2018		Developer Funding	GF 2018-06	120.00		133.78
07/05/2018	2060	Venturesin.com, Inc	Web Site Hosting - May/June		120.00	13.78
07/18/2018		Developer Funding	GF 2018-07	60.00		73.78
07/19/2018	2061	Venturesin.com, Inc	Web Site Hosting - July		60.00	13.78
07/31/2018		Bank United	Service Charge		12.00	1.78
<b>7/31/2018</b>		<b>EOM</b>		<b>180.00</b>	<b>192.00</b>	<b>1.78</b>

# EXHIBIT 3

**Petition to Dissolve  
Hawthorne Mill  
Community Development District**

Petitioner, the Hawthorne Mill Community Development District, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes (the "**District**"), that was established by the City of Lakeland, Florida pursuant to City of Lakeland Ordinance 4829 hereby petitions the City Commission of the City of Lakeland, Florida to adopt an ordinance dissolving the District pursuant to section 190.046(10), Florida Statutes in accordance with Hawthorne Mill Community Development District Resolution 2018-01 attached as **Exhibit "A"**.

Respectively submitted this 28th day of September, 2018.

**Attest**

**Hawthorne Mill Community  
Development District**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Michael Lawson  
Chair of the Board of Supervisors

**RESOLUTION NO. 2018-01**

**A RESOLUTION AUTHORIZING THE DISSOLUTION OF THE HAWTHORNE MILL COMMUNITY DEVELOPMENT DISTRICT (THE "DISTRICT") PURSUANT TO SECTION 190.046(10), FLORIDA STATUTES AND AUTHORIZING AND DIRECTING THE DISTRICT CHAIRMAN, DISTRICT VICE-CHAIRMAN, AND DISTRICT COUNSEL TO SUBMIT A PETITION TO DISSOLVE THE HAWTHORNE MILL COMMUNITY DEVELOPMENT DISTRICT TO THE CITY OF LAKELAND, FLORIDA.**

**WHEREAS**, the Hawthorne Mill Community Development District (the "**District**") is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, as amended (the "**Act**"), Chapter 190, Florida Statutes; and

**WHEREAS**, the City of Lakeland, Florida (the "**City**") established the District pursuant to Ordinance 4829; and

**WHEREAS**, the District has not constructed any capital improvements and does not have any outstanding financial or contractual obligations; and

**WHEREAS**, the Board has determined that because the District has not constructed any capital improvements and it is in the best interests of the property owners within the District to petition the City to dissolve the District; and

**WHEREAS**, the District has not levied any special assessments or issued any non-ad valorem bonds, and the District has no outstanding financial obligations and no operating and maintenance responsibilities; and

**WHEREAS**, Dune FL Land I Sub LLC, a Delaware limited liability company, which is the sole landowner of the property located within the boundaries of the District, has agreed to fund the costs to dissolve the District; and

**WHEREAS**, the Board desires to submit a petition to the City to pass a non-emergency ordinance to dissolve the District (the "**Petition**") pursuant to section 190.046(10), Florida Statutes.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. The Chairman or Vice-Chairman is hereby authorized and directed to submit the Petition to the City.



2. The Chairman, Vice-Chairman or any other member of the Board is authorized and directed to take any action or to offer testimony in any proceeding held in connection with obtaining the approval of the Petition from the City.
3. The District Counsel is authorized and directed to take any action in any proceeding held in connection with preparing and obtaining the approval of the Petition from the City.
4. This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED THIS 28TH DAY OF SEPTEMBER, 2018.**

**Attest:**

**Hawthorne Mill Community  
Development District**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Michael Lawson  
Chairman of the Board of Supervisors

# EXHIBIT 4

**RESOLUTION 2018-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE HAWTHORNE MILL COMMUNITY  
DEVELOPMENT DISTRICT DESIGNATING A DATE,  
TIME AND LOCATION FOR A LANDOWNERS'  
MEETING; PROVIDING FOR PUBLICATION;  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Hawthorne Mill Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Lakeland, Florida; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the effective date of Ordinance No. 4829 creating the District was the February 5, 2007; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HAWTHORNE MILL COMMUNITY DEVELOPMENT DISTRICT:**

**Section 1.** In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on November \_\_, 2018, at \_\_ a./p.m. at the offices of JSK Engineering, located at 5904 Hillside Drive, Lakeland, Florida.

**Section 2.** The District’s Secretary is hereby directed to publish notice of this landowners’ meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

**Section 3.** Pursuant to Section 190.006(2)(b), Florida Statutes, the landowners’ meeting and election has been announced by the Board at its September 28, 2018 meeting. A sample notice of landowners’ meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District’s Local Records Office, located at offices of JSK Engineering, located at 5904 Hillside Drive, Lakeland, Florida, or at the office of the District Manager, DPF Management & Consulting, LLC, located at 250 International Parkway, Suite 280, Lake Mary, Florida 32746.

**Section 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 28TH DAY OF SEPTEMBER, 2018.**

**ATTEST:**

**HAWTHORNE MILL COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/ Assistant Secretary  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Chair/ Vice Chair  
Print Name: \_\_\_\_\_

**EXHIBIT A**

**NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING  
OF THE BOARD OF SUPERVISORS OF THE  
HAWTHORNE MILL COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given to the public and all landowners within Hawthorne Mill Community Development District (the “**District**”), the location of which is generally described as comprised of a parcel or parcels of land containing approximately 487 acres more or less, generally located North of Ewell Road, south of W. Pipkin Road and east of County Line Road in the City of Lakeland, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners’ meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November \_\_\_\_, 2018  
TIME: \_\_\_\_\_  
PLACE: JKS Engineering  
5904 Hillside Drive  
Lakeland, Florida

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, DPFM Management & Consulting, LLC, located at 250 International Parkway, Suite 280, Lake Mary, Florida 32746. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person nominated for the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner’s proxy. At the landowners’ meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners’ meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from DPFM Management & Consulting, LLC, 250 International Parkway, Suite 280, Lake Mary, Florida 32746. There may be an occasion where one or more supervisors will participate by telephone.

Pursuant to the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (321) 263-0132, Ext. 4205, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

District Manager

*Run Date(s): \_\_\_\_\_, 2018*

## EXHIBIT A

### INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF THE HAWTHORNE MILL COMMUNITY DEVELOPMENT DISTRICT FOR THE ELECTION OF SUPERVISORS

**DATE OF LANDOWNERS' MEETING:** November \_\_\_\_, 2018

**TIME:** \_\_\_\_\_ A/P.M.

**LOCATION:** **JKS Engineering**  
**5904 Hillside Drive**  
**Lakeland, Florida**

Pursuant to Chapter 190, Florida Statutes, and after a community development district ("District") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("Board") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, two (2) seats on the Board will be up for election by landowners for a two year period and one (1) seat will be up for election by landowners for a four year period. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.



**EXHIBIT A**

**LANDOWNER PROXY**

**HAWTHORNE MILL COMMUNITY DEVELOPMENT DISTRICT  
CITY OF LAKE LAND, FLORIDA  
LANDOWNERS' MEETING – November \_\_, 2018**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Hawthorne Mill Community Development District to be held at offices of JSK Engineering, located at 5904 Hillside Drive, Lakeland, Florida, on November \_\_\_\_, 2018, at \_\_\_\_\_ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

**Parcel Description**

**Acreage**

**Authorized Votes**

_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:**

\_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2018), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**EXHIBIT A**

**OFFICIAL BALLOT**

**HAWTHORNE MILL COMMUNITY DEVELOPMENT DISTRICT  
CITY OF LAKE LAND, FLORIDA  
LANDOWNERS' MEETING - November \_\_, 2018**

**For Election (3 Supervisors):** The candidate receiving the highest number of votes will receive a four (4) year term, and the two candidates receiving the lowest number of votes will receive a two (2) year term, with the term of office for each of the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Hawthorne Mill Community Development District and described as follows:

<b><u>Description</u></b>	<b><u>Acreage</u></b>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowners' Proxy attached hereto, do cast my votes as follows:

<b>NAME OF CANDIDATE</b>	<b>NUMBER OF VOTES</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_