

**MINUTES OF MEETING
HARBOR RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Harbor Reserve Community Development District was held **Thursday, August 21, 2025**, at 3:05 p.m. at the Offices of Hanson Walter & Associates, 8 Broadway, Suite 104, Kissimmee, Florida.

Present and constituting a quorum:

David Matt	Appointed as Chairman
Kristen Matt	Appointed as Vice Chairperson
Brandon Kelly	Assistant Secretary (<i>Resigned During Meeting</i>)
Jeff White	Assistant Secretary (<i>Resigned During Meeting</i>)
Misty Mashburn	Assistant Secretary (<i>Resigned During Meeting</i>)
Brihanna Staschiak	Appointed as Assistant Secretary
Mariellen Jewers	Appointed as Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll at 3:05 p.m. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns asked for any public comments. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters – ADDED

A. Acceptance of Letters of Resignation from Austin Dodier (Seat #2) & Kevin Ramirez (Seat #3)

Ms. Burns stated that they had received resignation letters from Austin Dodier and Kevin Ramirez and asked for a motion of approval to accept those resignations.

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On MOTION by Mr. Kelly, seconded by Ms. Mashburn, with all in favor, Acceptance of Letters of Resignation from Austin Dodier (Seat #2) & Kevin Ramirez (Seat #3), was approved.

B. Appointments to Fill Vacant Board Seat #2 & Vacant Board Seat #3

Ms. Burns asked for a nomination to fill vacant Seat #2 and the Board nominated Dave Matt.

On MOTION by Mr. Kelly, seconded by Ms. Mashburn, with all in favor, Appointment of Dave Matt to Fill Vacant Seat #2, was approved.

Ms. Burns swore in Mr. Matt to Seat # 2. She then asked for a nomination and motion of approval to fill vacant Seat #3. The Board nominated Kristen Matt and there was a motion of approval.

On MOTION by Mr. Kelly, seconded by Mr. White, with all in favor, Appointment of Kristen Matt to Fill Vacant Seat #3, was approved.

Ms. Burns swore Ms. Matt in to Seat #3. Misty Mashburn stated her intent to resign from Seat #4 and Ms. Burns asked for a motion to accept her resignation.

On MOTION by Mr. White, seconded by Mr. Kelly, with all in favor, Acceptance of Resignation of Misty Mashburn from Seat #4, was approved.

Ms. Burns asked for a nomination and a motion of approval to fill vacant Seat #4. The Board nominated Mariellen Jewers and there was a motion of approval.

On MOTION by Mr. Matt, seconded by Ms. Matt, with all in favor, Appointment of Mariellen Jewers to Fill Vacant Seat #4, was approved.

Ms. Burns swore Ms. Jewers in to Seat #4. Jeff White stated his intent to resign from Seat #5 and Ms. Burns asked for a motion to approve his resignation.

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On MOTION by Mr. Kelly, seconded by Mr. Matt, with all in favor, Acceptance of Resignation of Jeff White from Seat #5, was approved.

Ms. Burns asked for a nomination and a motion of approval to fill Seat #5. The Board nominated Brihanna Staschiak and there was a motion of approval.

On MOTION by Mr. Matt, seconded by Ms. Matt, with all in favor, Appointment of Brihanna Staschiak to Fill Vacant Seat #5, was approved.

Ms. Burns swore Ms. Staschiak in to Seat #5. Brandon Kelly stated his intent to resign from Seat #1 and Ms. Burns asked for a motion to approve his resignation.

On MOTION by Mr. Matt, seconded by Ms. Matt, with all in favor, Acceptance of Resignation of Brandon Kelly from Seat #1, was approved.

Ms. Burns asked for a nomination and motion of approval to fill Seat #1. The Board nominated Tom Franklin and there was a motion of approval.

On MOTION by Mr. Matt, seconded by Ms. Matt, with all in favor, Appointment of Tom Franklin to Fill Vacant Seat #1, was approved.

Ms. Burns noted that Mr. Franklin was no present at the meeting and will be sworn in at another date. For the record, all resigned Board members exited the meeting at this time.

C. Administration of Oaths to Newly Appointed Supervisors

The oaths of office were administered to all new Board members who were present, and Ms. Hancock introduced herself as District Counsel and went over provisions of law that Board members should be aware of including the Sunshine Law and public records.

D. Consideration of Resolution 2025-46 Electing Officers

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Ms. Burns presented the resolution and stated that the Board would be electing a Chair, Vice Chair, and Assistant Secretaries. She asked to be named the Secretary for the District and that the Board appoint George Flint from the GMS office as an additional Assistant Secretary. The Board elected Dave Matt as Chair, Kristen Matt as Vice Chair, and Mariellen Jewers, Brianna Staschiak, and Tom Franklin as Assistant Secretaries. Ms. Burns then asked for a motion to approve the slate of officers as stated above.

On MOTION by Ms. Jewers, seconded by Ms. Matt, with all in favor, Resolution 2024-46 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the May 15, 2025 Board of Supervisors Meeting & the May 15, 2025 Landowners Election

Ms. Burns presented the minutes from the May 15, 2025 Board of Supervisors meeting and the May 2025 Landowners Meeting and asked for any corrections, comments, or questions. The Board had no changes to the minutes and there was a motion of approval.

On MOTION by Ms. Matt, seconded by Ms. Jewers, with all in favor, the Minutes of the May 15, 2025 Board of Supervisors Meeting & the May 2025 Landowners Election, were approved.

FIFTH ORDER OF BUSINESS

Items Related to the District Management Transition

A. Consideration of Resolution 2025-40 Appointing a District Manager

i. Consideration of Agreement for District Management Services with Governmental Management Services – Central Florida, LLC

Ms. Burns noted that GMS took over as District manager on August 1st and presented the agreement for District Management services with Governmental Management Services. Ms. Burns offered to answer any questions for the Board. Hearing no questions, she asked for a motion of approval.

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On MOTION by Mr. Matt, seconded by Ms. Jewers, with all in favor, Resolution 2025-40 Appointing a District Manager and Agreement for District Management Services with Governmental Management Services – Central Florida, LLC, was approved.

B. Consideration of Resolution 2025-41 Appointing & Removing Certain District Officers

Ms. Burns presented the resolution and stated that this will remove the prior management staff and replace them with the current GMS staff members.

On MOTION by Mr. Matt, seconded by Ms. Matt, with all in favor, Resolution 2025-41 Appointing GMS Staff & Removing Wrathell Staff, was approved.

C. Consideration of Resolution 2025-42 Designating a Registered Agent for the District

Ms. Burns noted that this resolution names her as the registered agent for the District and her office as the address where the state/county would send any official correspondence for the District.

On MOTION by Mr. Matt, seconded by Ms. Jewers, with all in favor, Resolution 2025-42 Designating a Registered Agent for the District, was approved.

D. Consideration of Resolution 2025-43 Re-Designating Primary Administrative Office and Principal Headquarters for the District

Ms. Burns stated that the primary administrative office will now be her office at 219 East Livingston St., Orlando, Florida. She noted that the principal headquarters will need to be in Osceola County and confirmed that it was listed as the District Engineer's office.

On MOTION by Mr. Matt, seconded by Ms. Jewers, with all in favor, Resolution 2025-43 Re-Designating Primary Administrative Office and Principal Headquarters, was approved.

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E. Consideration of Resolution 2025-44 Re-Designating a Qualified Public Depository for the District

Ms. Burns noted that the funds will be transmitted to their office, and they are looking for authorization from the Board to open a bank account with Truist.

On MOTION by Mr. Matt, seconded by Ms. Jewers, with all in favor, Resolution 2025-44 Re-Designating a Qualified Public Depository for the District, was approved.

F. Consideration of Resolution 2025-45 Re-Designating Bank Account Signatories for the District

Ms. Burns presented the resolution and asked the Board to authorize herself, George Flint, Katie Kosta, and Darin Mossing all from the GMS office as signatories for the District.

On MOTION by Mr. Matt, seconded by Ms. Jewers, with all in favor, Resolution 2025-45 Re-Designating Bank Account Signatories for the District, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-38 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026 (*deferred from May 15, 2025 Board Meeting*)(Suggested Date for Discussion – 2nd Tuesday of the Month at 11:00 AM)

Ms. Burns presented the resolution and suggested the second Tuesday of the month at 11:00 a.m. and asked for Board input. Board discussion followed. As the Board was not ready to pin down a meeting date, Ms. Burns asked for a motion to authorize the Chair to work with District staff to select a meeting schedule outside this meeting. This will allow staff to place the advertisement per Florida statute before the end of the Fiscal Year. The Board discussed holding a meeting in October for bond delegation purposes.

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On MOTION by Mr. Matt, seconded by Ms. Jewers, with all in favor, Resolution 2025-38 Designation of a regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026 (deferred from May 15, 2025 Board Meeting)(Suggested Date for Discussion – 2nd Tuesday of the Month at 11:00 AM) and Authorizing the Chair to Work with District Staff to Finalize a Meeting Schedule Outside of the Meeting, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2025-47
Spending Authorization Resolution –
ADDED**

Ms. Burns noted that this resolution authorizes the Chair and District Manager to sign off on expenses as outlined in the resolution outside of a meeting for time sensitive matters.

On MOTION by Mr. Matt, seconded by Ms. Jewers, with all in favor, Resolution 2025-47 Spending Authorization, was approved.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2025-48
Authorizing the Use of Electronic
Documents and Signatures – ADDED**

Ms. Burns stated presented the resolution and offered to answer any Board questions. There being no comments, there was a motion of approval.

On MOTION by Ms. Matt, seconded by Ms. Jewers, with all in favor, Resolution 2025-48 Authorizing the Use of Electronic Documents and Signatures, was approved.

NINTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Hancock had nothing for the Board and stated that because of the time of year this Board was appointed that they will not have to complete the four hours of ethics training this calendar year but will have to for the following year.

B. Engineer

Ms. Burns will circulate the meeting dates and time to the Engineer's office when that information is finalized.

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C. District Manager's Report

Ms. Burns noted that the RFQ ad for engineering services was never run by the previous District management firm and asked for Board direction for staff to run that ad with updated due date for some time in September.

On MOTION by Mr. Matt, seconded by Ms. Jewers, with all in favor, Authorizing Staff to Run an RFQ for Engineering Services, was approved.

TENTH ORDER OF BUSINESS**Other Business**

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS**Adjournment**

Ms. Burns adjourned the meeting.

On MOTION by Mr. Matt, seconded by Ms. Matt, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:
David Matt
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Chairman/Vice Chairman