

# Holly Hill Road East Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-382-3256

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The following is the proposed agenda for the meetings of the Board of Supervisors for the Holly Hill Road East Community Development District, scheduled to be held **Wednesday, January 17, 2018 at 11:00 a.m. at the Offices of Cassidy Homes, 346 East Central Ave., Winter Haven, FL 33880.** Questions or comments on the Board Meeting or proposed agenda may be addressed to Jane Gaarlandt at [janeg@fishkind.com](mailto:janeg@fishkind.com) or (407) 382-3256. As always, the personal attendance of three (3) Board Members will be required to constitute a quorum.

If you would like to attend the Board Meeting by phone, you may do so by dialing:

Phone: **1-877-864-6450**      Participant Code: **454943**

## **PROPOSED BOARD OF SUPERVISORS' MEETING AGENDA**

### **Administrative Matters**

- Roll Call to Confirm Quorum
- Public Comment Period [*for any members of the public desiring to speak on any proposition before the Board*]
- 1. **Consideration of the Minutes of the November 15, 2017 Board of Supervisors Meeting and Auditor Selection Committee Meeting**

### **Business Matters**

2. **Ratification of Payment Authorization Nos. 10-14**
3. **Review of Monthly Financials**

### **Other Business**

Staff Reports  
District Counsel  
Interim Engineer  
District Manager  
Supervisor Requests and Audience Comments  
Adjournment



**Holly Hill Road East  
Community Development District**

**Minutes**

## **MINUTES OF MEETING**

### ***HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION COMMITTEE MEETING***

***Monday, November 15, 2017 at 11:00 a.m.***

***Offices of Cassidy Homes***

***346 East Central Ave.,***

***Winter Haven, Florida 33880***

Committee Members present at roll call:

Lauren Schwenk	Committee Member	
John Mazuchowski	Committee Member	
Andrew Rhinehart	Committee Member	
Rennie Heath	Committee Member	
Scott Shapiro	Committee Member	(via phone)

Also, Present:

Jane Gaarlandt	Fishkind & Associates, Inc.	
Roy Van Wyk	Hopping Green & Sams, P.A.	
Dennis Wood	District Engineer	(via phone)
Joe MacLaren	Fishkind & Associates, Inc.	(via phone)

### **FIRST ORDER OF BUSINESS**

#### **Call to Order and Roll Call**

The meeting was called to order at 11:00 a.m. Those in attendance are outlined above.

### **SECOND ORDER OF BUSINESS**

#### **Review of Auditing Services Proposal**

Ms. Gaarlandt explained that District staff had noticed and requested proposals for auditing services at the Committee's request and only received one response to that notice which was from Carr, Riggs and Ingram. Mr. Heath asked why the Auditor is half as much and Mr. Mazuchowski pointed out that there is a note in there that the fee is based on the fact that the District has not issued Bonds yet and the fees would increase by an amount not to exceed \$2,000.00 per year once Bonds are issued. The Committee discussed that in the other proposal they built it up to \$6,000.00 over 2 years. Ms. Gaarlandt noted that each year the Auditor provides an engagement letter that reflects the actual pricing for that year.

**THIRD ORDER OF BUSINESS****Ranking of Auditing Services  
Proposal**

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Committee recommended accepting the Auditing Services Proposal from Carr, Riggs & Ingram.

**FOURTH ORDER OF BUSINESS****Adjournment**

Ms. Gaarlandt adjourned the Auditor Selection Committee Meeting.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

## **MINUTES OF MEETING**

### ***HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING***

***Monday November 15, 2017 at 11:05 a.m.***

***Offices of Cassidy Homes***

***346 East Central Ave.,***

***Winter Haven, Florida 33880***

Board Members present at roll call:

Lauren Schwenk	Board Member	
John Mazuchowski	Board Member	
Andrew Rhinehart	Board Member	
Rennie Heath	Board Member	
Scott Shapiro	Board Member	(via phone)

Also, Present:

Roy Van Wyk	Hopping Green & Sams, P.A.	
Jane Gaarlandt	Fishkind & Associates, Inc.	
Dennis Wood	District Engineer	(via phone)
Joe MacLaren	Fishkind & Associates, Inc.	(via phone)

### **FIRST ORDER OF BUSINESS**

#### **Call to Order and Roll Call**

The meeting was called to order at 11:05 a.m. Those in attendance are outlined above.

### **SECOND ORDER OF BUSINESS**

#### **Public Comment Period**

There were no members of the public present.

### **THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
October 18, 2017 Board of  
Supervisors Meeting and the  
November 6, 2017 Continued  
Meeting and the Auditor Selection  
Committee Meeting**

The Board reviewed the minutes of the October 18, 2017 Board of Supervisors Meeting and the November 6, 2017 Continued Meeting and the Auditor Selection Committee Meeting.

On MOTION by Ms. Schwenk, seconded by Mr. Mazuchowski, with all in favor, the Board approved the minutes of the October 18, 2017 Board of Supervisors Meeting and the November 6, 2017 Continued Meeting and the Auditor Selection Committee Meeting.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Recommendation of Auditor Selection Committee**

The Board reviewed the recommendation of the Auditor Selection Committee.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Recommendation of the Auditor Selection Committee Meeting ranking Carr, Riggs and Ingram the number one proposer.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2018-02, Ratifying the Sale of the Series 2017 Bonds**

Mr. Van Wyk explained that this resolution ratifies all the action taken by the Officers of the District in finalizing the issuance of the Bonds and approving and ratifying all the actions of District staff with respect to closing the Bonds.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart,, with all in favor, the Board approved Resolution 2018-02, Ratifying the Sale of the Series 2017 Bonds.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Disclosure of Public Financing**

Mr. Van Wyk explained that following the closing of the Bonds the District is required to produce and make available to the builders out in the District a form of Disclosure of Public Financing. It is recorded and sent to the State for their records. The Disclosure of Public

Financing lists all the activities that were taken with respect to the improvements that are going to be funded and the amount of Bonds that were issued and the lands upon which the collections and assessments are imposed.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Disclosure of Public Financing.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Notice of Lien of Special Assessments, Series 2017**

Mr. Van Wyk explained that the District also needs to record in the public record the notice of the lien for the issuance of the Bonds and it lists the lands that are subject to the special assessments and provides notice for any subsequent purchasers of the property that there is a lien and to contact the District for the payment amounts that are due.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Board approved the Notice of Lien of Special Assessments, Series 2017.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Construction Management Agreement**

Mr. Van Wyk stated that the District is in the process of constructing improvements and there is a need for a Construction Manager to be on site to ensure that the District's improvements are being done according to the plans and the contract documents. The District has a proposal and a form of an agreement with Heath Construction Management to provide those services to the District. Mr. Van Wyk requested approval by the Board in substantial form subject to final review by Heath Management. Mr. Heath declared a conflict and stated that he would like to abstain from voting.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with 4 in favor and one abstained, the Board approved in substantial form the Construction Management Agreement with Heath Construction Management.

**NINTH ORDER OF BUSINESS****Consideration of Resolution 2018-03, Authorizing the Boundary Amendment**

Mr. Van Wyk explained that this is a resolution authorizing staff to move forward with a Boundary Amendment. The Landowner has indicated to the District that there are three additional parcels that are ready to be brought into the District that were recently annexed into the City. This resolution will be used as part of the application process and the petition process for the Boundary Amendment.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved Resolution 2018-03, Authorizing the Boundary Amendment.

**TENTH ORDER OF BUSINESS****Consideration of Boundary Amendment Funding Agreement**

Mr. Van Wyk explained that this is a standard form of agreement to allow for the payment of cost associated with the Boundary Amendment for the Landowner.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Board approved the Boundary Amendment Funding Agreement.

**ELEVENTH ORDER OF BUSINESS****Ratification of Payment Authorization Nos. 7-9**

The Board reviewed Payment Authorization Nos. 7-9. Ms. Gaarlandt noted that on Payment Authorization 7, the Supervisors fee for the meeting on the 16<sup>th</sup> should be both Mr. Allende and Mr. Mazuchowski so there will be an additional \$200, and on the 20<sup>th</sup> it should be Mr. Mazuchowski instead of Mr. Allende.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Board ratified Payment Authorization Nos 7-9, as amended.

**TWELFTH ORDER OF BUSINESS****Review of Monthly Financials**

The Board reviewed the month financials. There was no Board action required at this time.

**THIRTEENTH ORDER OF BUSINESS****Staff Reports**

**District Counsel** – No Report

**District Engineer** – No Report

**District Manager** – Ms. Gaarlandt asked if the electronic version of the agenda packet was working well for the Board and they confirmed it is working well.

**FOURTEENTH ORDER OF BUSINESS****Supervisor Requests and Audience Comments**

There were no Supervisor requests or Audience comments.

**FIFTEENTH ORDER OF BUSINESS****Adjournment**

There were no other questions or comments. Ms. Gaarlandt adjourned the meeting.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman



**Holly Hill Road East  
Community Development District**

**Payment Authorization Nos. 10-14**

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 010**

11/10/2017

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	<b>Hopping Green &amp; Sams</b> General Counsel Through 08/31/2017	96216	\$ 4,549.06	FY 2017

**TOTAL      \$ 4,549.06**



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Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

RECEIVED NOV 11 2017

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

RECEIVED OCT 02 2017

===== STATEMENT =====

September 28, 2017

Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Blvd.  
Orlando, FL 32817

Bill Number 96216  
Billed through 08/31/2017

## General Counsel/Monthly Meeting

HHECDD 00001 RVW

### FOR PROFESSIONAL SERVICES RENDERED

06/08/17	AHJ	Prepare notice of organizational meeting and organizational meeting checklist.	0.60 hrs
06/27/17	AHJ	Prepare revisions to organizational documents.	1.80 hrs
06/29/17	AHJ	Confer with Gaarlandt regarding agenda items; finalize organizational documents and resolutions.	2.40 hrs
08/01/17	SSW	Confer with Shapiro regarding interlocal agreement on amenity facility use.	0.20 hrs
08/01/17	AHJ	Prepare form of assignment of contract.	0.90 hrs
08/02/17	SSW	Attend conference call with Shapiro, MacLaren, and Gaarlandt regarding interlocal agreement for amenity facility use.	0.40 hrs
08/03/17	RVW	Review and edit meeting minutes; review draft agenda; research joint amenity agreements; confer with Shapiro.	1.10 hrs
08/04/17	RVW	Review correspondence from state and special district fee invoice and update form.	0.30 hrs
08/04/17	AHJ	Prepare correspondence to Gaarlandt regarding recorded notice of establishment; prepare updates to district file regarding same.	0.40 hrs
08/09/17	RVW	Confer with Shapiro; prepare correspondence to same regarding land ownership; prepare interlocal agreement.	1.30 hrs
08/10/17	RVW	Review and edit meeting minutes and documents for agenda.	1.80 hrs
08/14/17	JBC	Prepare for organizational board meeting.	1.30 hrs
08/14/17	AHJ	Confer with Gaarlandt regarding agenda items; prepare resolutions regarding same.	0.80 hrs
08/15/17	RVW	Prepare Interlocal agreement; attend conference call with finance team.	1.30 hrs
08/15/17	AHJ	Confer with Gaarlandt regarding agenda items.	0.10 hrs
08/16/17	RVW	Confer with Gang regarding interlocal agreement.	0.20 hrs

08/16/17	JBC	Prepare for board meeting.	0.50 hrs
08/18/17	AHJ	Confer with Gaarlandt regarding construction access easement agreement.	0.10 hrs
08/24/17	AHJ	Prepare updates to master assessment resolution.	0.20 hrs
08/29/17	RVW	Prepare revised interlocal agreement.	0.80 hrs
08/29/17	SSW	Confer with Shapiro regarding interlocal agreement for amenity.	0.40 hrs
08/30/17	SSW	Prepare revised interlocal agreement regarding amenity.	0.80 hrs
08/31/17	SSW	Prepare interlocal agreement regarding shared amenity facilities; confer with Gaarlandt regarding inclusion in agenda package.	1.80 hrs
Total fees for this matter			\$4,307.50

**DISBURSEMENTS**

Document Reproduction	37.50
Postage	0.46
Travel	192.54
Travel - Meals	11.06
Total disbursements for this matter	\$241.56

**MATTER SUMMARY**

Jaskolski, Amy H. - Paralegal	7.30 hrs	125 /hr	\$912.50
Cooksey, Jennings B.	1.80 hrs	225 /hr	\$405.00
Van Wyk, Roy	6.80 hrs	310 /hr	\$2,108.00
Warren, Sarah S.	3.60 hrs	245 /hr	\$882.00

TOTAL FEES	\$4,307.50
TOTAL DISBURSEMENTS	\$241.56

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$4,549.06</b>
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**BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	7.30 hrs	125 /hr	\$912.50
Cooksey, Jennings B.	1.80 hrs	225 /hr	\$405.00
Van Wyk, Roy	6.80 hrs	310 /hr	\$2,108.00
Warren, Sarah S.	3.60 hrs	245 /hr	\$882.00

TOTAL FEES	\$4,307.50
TOTAL DISBURSEMENTS	\$241.56

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$4,549.06</b>
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**Please include the bill number on your check.**

# HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT

**Payment Authorization No. 011**

11/17/2017

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	<b>Business Observer</b> Legal Advertising on 11/10/2017	17-01840K	\$48.88	FY 2018
2	<b>The Ledger</b> Legal Advertising on 11/08/2017	L06G018RB	\$ 309.17	FY 2018
3	<b>Supervisor Fees - 11/06/2017 Meeting</b>			
	Rennie Heath	--	\$ 200.00	FY 2018
	Scott Shapiro	--	\$ 200.00	FY 2018
	Lauren Schwenk	--	\$ 200.00	FY 2018
	John Mazuchowski	--	\$ 200.00	FY 2018
	Andrew Rhinehart	--	\$ 200.00	FY 2018
3	<b>Supervisor Fees - 11/15/2017 Meeting</b>			
	Rennie Heath	--	\$ 200.00	FY 2018
	Scott Shapiro	--	\$ 200.00	FY 2018
	Lauren Schwenk	--	\$ 200.00	FY 2018
	John Mazuchowski	--	\$ 200.00	FY 2018
	Andrew Rhinehart	--	\$ 200.00	FY 2018

**TOTAL      \$ 2,358.05**

  
 Board Member

Please Return To:  
 Holly Hill Road East CDD  
 c/o Fishkind & Associates  
 12051 Corporate Boulevard  
 Orlando, FL 32817

RECEIVED NOV 17 2017

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236  
, 941-362-4848 x309

## INVOICE

Legal Advertising

Invoice # 17-01840K

Date 11/10/2017

**Attn:**  
Fishkind & Associates, Inc.  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

### Description

Serial # 17-01840K  
**Notice of Auditor Selection Committee and Board of Supervisors Meeting**  
**RE: Holly Hill Road East Community Development District**  
**Published: 11/10/2017**

### Amount

\$48.88

Important Message

Paid  
**Total**

()  
**\$48.88**

RECEIVED NOV 13 2017

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

#### NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236  
, 941-362-4848 x309

## INVOICE

### Legal Advertising

Holly Hill Road East Community  
Development District  
Notice of Auditor Selection  
Committee and Board of Supervisors  
Meetings

The Holly Hill Road East Community Development District Auditor Selection Committee ("Committee") and Board of Supervisors meetings will be held at the Cassidy Offices, 346 East Central Avenue, Winter Haven, Florida 33880 at 11:00 a.m. on Monday, November 15, 2017 at 11:00 a.m. The meeting is open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for the meeting may be obtained from 12051 Corporate Blvd., Orlando, Florida 32817 or by calling (407) 382-3256.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 382-3256 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that 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 such appeal is to be based.

District Manager  
November 10, 2017 17-01840K

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

#### NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

FEDERAL ID # 47 2464860

BILLED ACCOUNT NAME AND ADDRESS	
<b>JANE GAARLANDT</b> <b>HOLLY HILL ROAD EAST CDD</b> <b>12051 CORPORATE BLVD</b> <b>ORLANDO, FL 32817</b>	

NEWS CHIEF & THE LEDGER, LEGAL ADVERTISING, PO BOX 408, LAKE LAND, FL 33801

# AFFIDAVIT OF PUBLICATION

## THE LEDGER

### Lakeland, Polk County, Florida

STATE OF FLORIDA)  
COUNTY OF POLK)

Before the undersigned authority personally appeared Leslie Colon, who on oath says that she is an Account Executive for Advertising at The Ledger, a daily newspaper published at Lakeland in Polk County, Florida; that the attached copy of advertisement, being a

#### REQUEST FOR PROPOSALS

in the matter of ANNUAL AUDIT SERVICES

Concerning HOLLY HILL RD EAST CDD

was published in said newspaper in the issues of

11-8; 2017

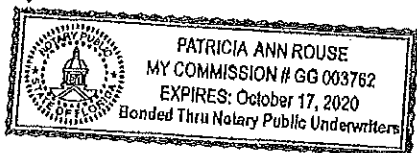
Affiant further says that said The Ledger is a newspaper published at Lakeland, in said Polk County, Florida, and that the said newspaper has heretofore been continuously published in said Polk County, Florida, daily, and has been entered as second class matter at the post office in Lakeland, in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signed.....

Leslie Colon  
Advertising Account Executive  
Who is personally known to me.

Sworn to and subscribed before me this 9<sup>th</sup> day of November, A.D. 2017

*Patricia Ann Rouse*  
Notary Public



(Seal)

#### Holly Hill Road East Community Development District Request for Proposals for Annual Audit Services

The Holly Hill Road East Community Development District hereby requests proposals for annual financial auditing services. The proposals must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2017, with an option for two additional annual renewals (three years total). The District is a local unit of special-purpose government created pursuant to Chapter 190 of the Florida Statutes for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Polk County. The District currently has an annual operating budget of approximately \$180,000, exclusive of debt service. The District intends to issue bonds with a par value of \$4,180,000 during its 2017-2018 fiscal year.

The Auditing entity submitting a proposal must be duly licensed under Chapter 479, Florida Statutes and be qualified to conduct audits in accordance with "Governmental Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposals packages, which include additional qualification requirements, evaluation criteria and instructions to proposers are available from the District's Management Advisory Company at the address and telephone number listed below.

Proposers must provide ten (10) copies of their proposals to Fishkind & Associates, Inc., Attn: Holly Hill Road East CDD Auditing Services, 12051 Corporate Blvd., Orlando, Florida, Telephone (407) 382-3258, in an envelope marked on the outside "Auditing Services, Holly Hill Road East Community Development District." Proposals must be received by 12:00 noon on Tuesday, November 14, 2017, at the offices listed above.

Fishkind & Associates, Inc.  
District Manager

L3872 11-8; 2017

## Holly Hill Road East Community Development District

Date of Meeting: November 6, 2017

Board Members:	Attendance	Fee
1. Rennie Heath	<u>x</u>	<u>\$200</u>
2. Scott Shapiro	<u>x (p)</u>	<u>\$200</u>
3. Lauren Schwenk	<u>x</u>	<u>\$200</u>
4. John Mazuchowski	<u>x</u>	<u>\$200</u>
6. Andrew Rhinehart	<u>x</u>	<u>\$200</u>
		<u>\$1,000</u>

Approved For Payment:

  
Manager

11/14/17  
Date


RECEIVED NOV 14 2017

## Holly Hill Road East Community Development District

Date of Meeting: November 15, 2017

Board Members:	Attendance	Fee
1. Rennie Heath	<u>x</u>	<u>\$200</u>
2. Scott Shapiro	<u>x (p)</u>	<u>\$200</u>
3. Lauren Schwenk	<u>x</u>	<u>\$200</u>
4. John Mazuchowski	<u>x</u>	<u>\$200</u>
6. Andrew Rhinehart	<u>x</u>	<u>\$200</u>
		<u>\$1,000</u>

Approved For Payment:

  
Manager

11/16/17  
Date

RECEIVED NOV 16 2017

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 012**

11/30/2017

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	<b>Fishkind &amp; Associates</b> DM Fee & Reimbursables: November 2017	21658	\$1,826.63	FY 2018

**TOTAL      \$ 1,826.63**

  
Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

RECEIVED DEC 02 2017

Fishkind & Associates, Inc.  
12051 Corporate Blvd.  
Orlando, FL 32817

**FISHKIND**  
& ASSOCIATES



## Invoice

Invoice #:	21658
11/14/2017	

Holly Hill Road East CDD  
c/o Fishkind & Associates, Inc.  
12051 Corporate Blvd  
Orlando, FL 32817

RECEIVED NOV 16 2017

File: HollyHillRoadEastCDD

Holly Hill Road East

Services:	Amount
District Management Fee: Nov 2017	1,666.67
Website Fee	125.00
UPS	10.94
Copies	23.10
Postage	0.92

**Please include the invoice  
number on your remittance  
and submit to:**

**Fishkind & Associates, Inc.**  
**12051 Corporate Blvd.**  
**Orlando, FL 32817**  
Ph: 407-382-3256  
Fax: 407-382-3254  
[www.fishkind.com](http://www.fishkind.com)

Balance Due

\$1,826.63

UPS No: 1Z1Y9R280355891831		Shipper	Receiver	Freight	12.93	10.34
Pickup Date	09/22/2017	FISHKIND & ASSOCIATES	TUCKER PAVING	Fuel Surcharge	0.75	0.60
Service Level	Commercial Ground	12051 CORPORATE BLVD	3545 LAKE ALFRED ROAD			
Weight	1 lb	ORLANDO	WINTER HAVEN			
Zone	002	FL 32817	FL 33881			
Payer	Shipper	AMANDA LANE	BILLING DEPARTMENT			
Bill Reference: Holly Hill						
Holly Hill		1 count		Total	13.68	10.94
				Sub Total	13.68	10.94

## Copy Count

Account: Holly Hill  
Amount of Copies: 154  
Total \$: 23.10

Month October

## Account Summary Report

Date Range: Oct 1, 2017 to Oct 31, 2017

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

### Meter Details

Location	Meter Name	Serial Number	PhP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

### Account Summary

Account	Sub Account	Places	Total Charged
Holly Hill Road East CDD		2	\$0.920
Grand Total			\$0.920

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 013**  
12/15/2017

Item No.	Vendor	Invoice Number	General Fund
1	<b>Business Observer</b> Legal Advertising on 12/08/2017	17-01958K	\$46.75
2	<b>Hopping Green &amp; Sams</b> General Legal Through 11/30/2017	97455	\$3,132.26

**TOTAL     \$ 3,179.01**

  
\_\_\_\_\_  
Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

RECEIVED DEC 17 2017

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236  
, 941-362-4848 x309

## INVOICE

### Legal Advertising

Holly Hill Road East  
Community Development District  
Notice of

#### Board of Supervisors' Meeting

The Board of Supervisors of the Holly Hill Road East Community Development District ("Board") will hold a meeting on Wednesday, December 20, 2017 at 11:00 a.m. at the Offices of Cassidy Homes, 346 East Central Ave., Winter Haven, Florida 33880. The meeting is open to the public and will be conducted in accordance with provision of Florida Law related to Special Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda may be obtained at the offices of the District Manager, 12061 Corporate Blvd., Orlando, Florida 32817, during normal business hours.

There may be occasions when staff or other individuals may participate by speaker telephone.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (407) 362-3256 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

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 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 such appeal is to be based.

Joe MacLaren  
District Manager  
December 6, 2017

17-01958K

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-908-9386 x323.

#### NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

**DISBURSEMENTS**

Document Reproduction	41.25
Travel	194.44
Travel - Meals	16.56
Conference Calls	7.54
Recording Fees	60.25
United Parcel Service	26.22
Total disbursements for this matter	\$346.26

**MATTER SUMMARY**

Jaskolski, Amy H. - Paralegal	3.20 hrs	125 /hr	\$400.00
Van Wyk, Roy	5.80 hrs	310 /hr	\$1,798.00
Warren, Sarah S.	2.40 hrs	245 /hr	\$588.00
TOTAL FEES			\$2,786.00
TOTAL DISBURSEMENTS			\$346.26

**TOTAL CHARGES FOR THIS MATTER**

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**\$3,132.26**

**BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	3.20 hrs	125 /hr	\$400.00
Van Wyk, Roy	5.80 hrs	310 /hr	\$1,798.00
Warren, Sarah S.	2.40 hrs	245 /hr	\$588.00
TOTAL FEES			\$2,786.00
TOTAL DISBURSEMENTS			\$346.26

**TOTAL CHARGES FOR THIS BILL**

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**\$3,132.26**

**Please include the bill number on your check.**

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 014**

12/28/2017

Item No.	Vendor	Invoice Number	General Fund
1	<b>Fishkind &amp; Associates</b> DM Fee & Reimbursables: December 2017	21846	\$1,881.91

**TOTAL      \$ 1,881.91**



Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

RECEIVED DEC 28 2017

Fishkind & Associates, Inc.  
12051 Corporate Blvd.  
Orlando, FL 32817

**FISHKIND**  
& ASSOCIATES



## Invoice

Invoice #:	21846
12/12/2017	

Holly Hill Road East CDD  
c/o Fishkind & Associates, Inc.  
12051 Corporate Blvd  
Orlando, FL 32817

RECEIVED DEC 18 2017

File: HollyHillRoadEastCDD

Holly Hill Road East

Services:	Amount
District Management Fee: Dec 2017	1,666.67
Website Fee	125.00
UPS	28.55
Postage	1.84
Copies	59.85

**Please include the invoice  
number on your remittance  
and submit to:**

**Fishkind & Associates, Inc.**  
**12051 Corporate Blvd.**  
**Orlando, FL 32817**  
Ph: 407-382-3256  
Fax: 407-382-3254  
[www.fishkind.com](http://www.fishkind.com)

Balance Due

\$1,881.91

<b>UPS No: 1Z1Y9R280391080205</b> <b>Pickup Date</b> 11/09/2017 <b>Service Level</b> Commercial Ground <b>Weight</b> 1 lb <b>Zone</b> 002 <b>Payer</b> Shipper <b>Bill Reference:</b> North Blvd; Holly Hill		<b>Shipper</b> FISHKIND & ASSOCIATES 12051 CORPORATE BLVD ORLANDO FL 32817 AMANDA LANE	<b>Receiver</b> CASSIDY HOLDINGS LLC 346 EAST CENTRAL AVENUE WINTER HAVEN FL 33880 SHEILA ROUNDS	<b>Freight</b> 12.93 <b>Fuel Surcharge</b> 0.79	10.34 0.63
<b>Total</b> 13.72			<b>Total</b> 10.97		
<b>Sub Total</b> 13.72			<b>Sub Total</b> 10.97		
<b>North Blvd; Holly Hill</b>			<b>1 count</b>		

5.49

UPS No: 1Z1Y9R2803955959596

Pickup Date 11/16/2017

Service Level Commercial Ground

Weight 1 lb

Zone 003

Payer Shipper

Shipper

FISHKIND & ASSOCIATES

12051 CORPORATE BLVD

ORLANDO

FL 32817

JANE GAARLANDT

Receiver

HOPPING GREEN AND SAMS

119 SOUTH MONROE STREET

SUITE 300

TALLAHASSEE

FL 32301

AMY D. HEMBREE

Bill Reference: Holly Hill Road East CDD

Holly Hill Road East CDD

Freight	13.74	10.99
Fuel Surcharge	1.38	1.10
Total		12.09
Sub Total		15.12
1 count		15.12

## Account Summary Report

Date Range: Nov 1, 2017 to Nov 30th, 2017

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

### Meter Details

Location	Meter Name	Serial Number	PbP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

### Account Summary

Account	Sub Account	Pieces	Total Charged
Holly Hill Road East CDD		4	\$1.840
Grand Total			\$1.840

## Copy Count

Account: Holly Hill

Amount of Copies: 399

Total \$: 59.85

Month: November



**Holly Hill Road East  
Community Development District**

**Monthly Financials**

**Holly Hill Road East CDD**  
**Statement of Financial Position**  
As of 12/31/2017

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt	Total
<b><u>Assets</u></b>					
<b><u>Current Assets</u></b>					
General Checking Account	\$11,760.45				\$11,760.45
Debt Service Reserve A1 Bond		\$132,279.69			132,279.69
Revenue A1 Bond		95.22			95.22
Interest A1 Bond		92,494.19			92,494.19
Acquisition/Construction A1 Bond			\$2,328,411.17		2,328,411.17
Cost of Issuance A1 Bond			49.53		49.53
Total Current Assets	<u>\$11,760.45</u>	<u>\$224,869.10</u>	<u>\$2,328,460.70</u>	<u>\$0.00</u>	<u>\$2,565,090.25</u>
<b><u>Investments</u></b>					
Amount Available in Debt Service Funds				\$224,869.10	\$224,869.10
Amount To Be Provided				3,935,130.90	3,935,130.90
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$4,160,000.00</u>	<u>\$4,160,000.00</u>
<b>Total Assets</b>	<u><u>\$11,760.45</u></u>	<u><u>\$224,869.10</u></u>	<u><u>\$2,328,460.70</u></u>	<u><u>\$4,160,000.00</u></u>	<u><u>\$6,725,090.25</u></u>
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable			\$3,000.00		\$3,000.00
Retainage Payable			51,762.49		51,762.49
Total Current Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$54,762.49</u>	<u>\$0.00</u>	<u>\$54,762.49</u>
<b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$4,160,000.00	\$4,160,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$4,160,000.00</u>	<u>\$4,160,000.00</u>
<b>Total Liabilities</b>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$54,762.49</u></u>	<u><u>\$4,160,000.00</u></u>	<u><u>\$4,214,762.49</u></u>
<b><u>Net Assets</u></b>					
Net Assets - General Government	(\$12,786.57)				(\$12,786.57)
Current Year Net Assets - General Government	24,547.02				24,547.02
					\$0.00
Current Year Net Assets, Unrestricted		224,869.10			\$224,869.10
Net Assets, Unrestricted			(\$171,505.80)		(171,505.80)
Current Year Net Assets, Unrestricted			2,842,192.86		2,842,192.86
Net Assets - General Government			(396,988.85)		(396,988.85)
Total Net Assets	<u>\$11,760.45</u>	<u>\$224,869.10</u>	<u>\$2,273,698.21</u>	<u>\$0.00</u>	<u>\$2,510,327.76</u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$11,760.45</u></u>	<u><u>\$224,869.10</u></u>	<u><u>\$2,328,460.70</u></u>	<u><u>\$4,160,000.00</u></u>	<u><u>\$6,725,090.25</u></u>

# Holly Hill Road East CDD

## Statement of Activities

As of 12/31/2017

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt	Total
<b><u>Revenues</u></b>					
Developer Contributions	\$44,150.00				\$44,150.00
Inter-Fund Transfers In	(147,713.59)				(147,713.59)
Debt Proceeds		\$224,773.88			224,773.88
Inter-Fund Transfers In			\$147,713.59		147,713.59
Debt Proceeds			3,493,602.82		3,493,602.82
Total Revenues	<u>(\$103,563.59)</u>	<u>\$224,773.88</u>	<u>\$3,641,316.41</u>	<u>\$0.00</u>	<u>\$3,762,526.70</u>
<b><u>Expenses</u></b>					
Supervisor Fees	\$3,000.00				\$3,000.00
D&O Insurance	2,250.00				2,250.00
Management	5,000.01				5,000.01
District Counsel	3,132.26				3,132.26
Postage & Shipping	42.25				42.25
Copies	82.95				82.95
Legal Advertising	795.51				795.51
Web Site Maintenance	2,375.00				2,375.00
Dues, Licenses, and Fees	175.00				175.00
General Insurance	2,750.00				2,750.00
Trustee Services			\$4,501.00		4,501.00
Management			23,000.00		23,000.00
Engineering			1,000.00		1,000.00
District Counsel			100,438.98		100,438.98
Trustee Counsel			5,000.00		5,000.00
Bond Counsel			42,500.00		42,500.00
Contingency			623,957.85		623,957.85
Total Expenses	<u>\$19,602.98</u>	<u>\$0.00</u>	<u>\$800,397.83</u>	<u>\$0.00</u>	<u>\$820,000.81</u>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income		\$95.22			\$95.22
Interest Income			\$1,274.28		1,274.28
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.00</u>	<u>\$95.22</u>	<u>\$1,274.28</u>	<u>\$0.00</u>	<u>\$1,369.50</u>
<b>Change In Net Assets</b>	<b>(\$123,166.57)</b>	<b>\$224,869.10</b>	<b>\$2,842,192.86</b>	<b>\$0.00</b>	<b>\$2,943,895.39</b>
<b>Net Assets At Beginning Of Year</b>	<b>\$134,927.02</b>	<b>\$0.00</b>	<b>(\$568,494.65)</b>	<b>\$0.00</b>	<b>(\$433,567.63)</b>
<b>Net Assets At End Of Year</b>	<b>\$11,760.45</b>	<b>\$224,869.10</b>	<b>\$2,273,698.21</b>	<b>\$0.00</b>	<b>\$2,510,327.76</b>

**Holly Hill Road East CDD**  
 Budget to Actual  
 For the Month Ending 12/31/2017

	YTD Actual	YTD Budget	YTD Variance	FY 2018 Adopted Budget
<b><u>Revenues</u></b>				
Developer Contributions	\$ 44,150.00	\$ 45,000.00	\$ (850.00)	\$ 180,000.00
<b>Net Revenues</b>	<b>\$ 44,150.00</b>	<b>\$ 45,000.00</b>	<b>\$ (850.00)</b>	<b>\$ 180,000.00</b>
<b><u>General &amp; Administrative Expenses</u></b>				
Supervisor Fees	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 6,000.00
D&O Insurance	2,250.00	-	2,250.00	-
Trustee Services	-	1,500.00	(1,500.00)	6,000.00
Management	5,000.01	5,000.01	-	20,000.00
Engineering	-	3,750.00	(3,750.00)	15,000.00
Dissemination Agent	-	1,250.01	(1,250.01)	5,000.00
District Counsel	3,132.26	6,249.99	(3,117.73)	25,000.00
Audit	-	1,500.00	(1,500.00)	6,000.00
Travel and Per Diem	-	125.01	(125.01)	500.00
Telephone	-	50.01	(50.01)	200.00
Postage & Shipping	42.25	75.00	(32.75)	300.00
Copies	82.95	125.01	(42.06)	500.00
Legal Advertising	795.51	2,000.01	(1,204.50)	8,000.00
Bank Fees	-	62.49	(62.49)	250.00
Miscellaneous	-	274.95	(274.95)	1,100.00
Web Site Maintenance	2,375.00	725.01	1,649.99	2,900.00
Dues, Licenses, and Fees	175.00	62.49	112.51	250.00
Aquatic Contract	-	3,000.00	(3,000.00)	12,000.00
General Insurance	2,750.00	1,500.00	1,250.00	6,000.00
Landscaping Maintenance & Material	-	16,250.01	(16,250.01)	65,000.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 19,602.98</b>	<b>\$ 45,000.00</b>	<b>\$ (25,397.02)</b>	<b>\$ 180,000.00</b>
<b>Total Expenses</b>	<b>\$ 19,602.98</b>	<b>\$ 45,000.00</b>	<b>\$ (25,397.02)</b>	<b>\$ 180,000.00</b>
<b>Net Income (Loss)</b>	<b>\$ 24,547.02</b>	<b>\$ -</b>	<b>\$ 24,547.02</b>	<b>\$ -</b>





