

**MINUTES OF MEETING**

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

**Wednesday, July 22, 2020 at 10:12 a.m.**

**via conference call due to the Executive Order 20-150 extending COVID-19 Executive Order 20-69.**

Board Members present at roll call:

|                  |                     |             |
|------------------|---------------------|-------------|
| Rennie Heath     | Chair               | (via phone) |
| Scott Shapiro    | Vice Chair          | (via phone) |
| Andrew Rhinehart | Assistant Secretary | (via phone) |
| Lauren Schwenk   | Assistant Secretary | (via phone) |
| Patrick Marone   | Assistant Secretary | (via phone) |

Also Present:

|  |                             |             |
|--|-----------------------------|-------------|
| Roy Van Wyk                              | Hopping Green & Sams        | (via phone) |
| Jane Gaarlandt                           | PFM Group Consulting, LLC   | (via phone) |
| Christina Hanna                          | PFM Group Consulting, LLC   | (via phone) |
| Dexter Glasgow                           | PFM Group Consulting, LLC   | (via phone) |
| Amanda Lane                              | PFM Group Consulting, LLC   | (via phone) |
| Kevin Plenzler                           | PFM Financial Advisors, LLC | (via phone) |
| Jill Burns                               | GMS                         | (via phone) |
| Various residents were present via phone |                             |             |

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order approximately at 10:12 a.m. Those in attendance are outlined above.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Taylor commented on the maintenance of the walkway and entrance to the community as well as garbage receptacles in the walkway and the need for garbage receptacles at the mailbox. She stated the dog park that was requested for Citrus Isle was refused because it did not benefit the entire community but it seems that Citrus Point is receiving all the Amenities and Citrus Isle has none. She asked about the speed limit signs and parking signs. She asked when the pool is going to be ready.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the June 17, 2020 and July 8, 2020 Board of Supervisors' Meetings**

The Board reviewed the minutes of the June 17, 2020 and July 8, 2020 Board of Supervisors' Meetings.

ON MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, the Board approved the Minutes of the June 17, 2020 and July 8, 2020 Board of Supervisors' Meetings.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-17, Designating Dates, Times and Locations for Regular Meetings for FY 2021**

Ms. Gaarlandt suggested switching times with North Boulevard for the first Wednesday of the month. She noted the Board can table this or the Board could discuss it later. Ms. Burns suggested tabling the resolution. Mr. Heath said he needed to leave because he has a meeting in Lakeland and asked if there were enough Board Members for a quorum. Ms. Gaarlandt said yes. Mr. Heath left the meeting.

This item will be tabled until next month.

ON MOTION by Mr. Rhinehart, seconded by Mr. Shapiro with all in favor, the Board tabled the Consideration of Resolution 2020-17, Designating Dates, Times and Locations for Regular Meetings for FY 2021 until the next meeting.

**FIFTH ORDER OF BUSINESS**

**Public Hearing on the Adoption of the District's Fiscal Year 2020-2021 Budget**

- a) **Public Comments and Testimony**
- b) **Board Comments**
- c) **Consideration of Resolution 2020-18, Adopting a Fiscal Year 2020-2021 Budget and Appropriating Funds**

Ms. Gaarlandt noted for the record that the public hearing was properly noticed as required by Florida Statute. She requested a motion to open the public hearing.

ON MOTION by Mr. Rhinehart, seconded by Mr. Shapiro, with all in favor, the Board opened the Public Hearing.

Ms. Maggie asked why the O & M Budget is going up since the residents are not seeing any restitutions being made. Ms. Gaarlandt asked if there were any other questions about the Budget. Hearing none, she requested the motion to close the public hearing

ON MOTION by Mr. Rhinehart, seconded by Mr. Shapiro, with all in favor, the Board closed the Public Hearing.

Ms. Gaarlandt stated there were some adjustments made to the budget based on the proposal from GMS. Ms. Lane stated the changes from GMS included in an increase in the District Management Fee, and the Field Management, Dissemination, and in order to keep the assessments the same the Miscellaneous line item was decreased. There were no other changes from the Proposed Budget that was approved at a previous Board Meeting.

Ms. Gaarlandt asked if the Board wanted to address the question from Ms. Maggie at this time. Mr. Rhinehart stated it sounded like her question was explained. The biggest change is the transition from PFM to GMS. The more residents come on there will be more Field Management required which carries an additional cost. Mr. Shapiro commented that there are two more phases to the CDD that is being developed and when those lots are platted it will help absorb some of the cost of the assessments. A lengthy discussion took place. Ms. Lane stated the budget is for Phases 1 & 2 not yet for Phases 3 & 4. The District will not put in Phases 3 & 4 into the Budget until they are more platted out and have those expenses allocated to them. Ms. Lane discussed the Debt Service which is separate from the O & M Budget. Ms. Gaarlandt noted the Board approved some improvements for the current year as well as for Fiscal Year 2021.

District Counsel reviewed the line items and had no issues with the budget,

ON MOTION by Mr. Shapiro, seconded by Mr. Rhinehart, with all in favor, the Board approved Resolution 2020-18, Adopting a Fiscal Year 2020-2021 Budget and Appropriating Funds.

**SIXTH ORDER OF BUSINESS**

**Public Hearing on the Imposition of  
Special Assessments to Fund the  
District's Fiscal Year 2020-2021  
Budget**

- a) Public Comments and Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2020-19, Adopting an Assessment Roll for Fiscal Year 2020-2021 and Certifying Special Assessments for Collection**

Ms. Gaarlandt noted for the record that the mailed and published notices were sent out in accordance with Florida Statute.

ON MOTION by Mr. Shapiro, seconded by Mr. Rhinehart, with all in favor, the Board opened the Public Hearing.

Ms. Maggie asked why the O & M Budget is going up since the residents are not seeing any restitutions being made. Ms. Gaarlandt asked if there were any public comments about the assessments. Hearing none, she requested the motion to close the public hearing

ON MOTION by Mr. Rhinehart, seconded by Mr. Shapiro, with all in favor, the Board closed the Public Hearing.

Ms. Van Wyk asked Ms. Lane to discuss the previous assessment levels and the current assessment levels and information between product types. He also asked her about the notice cap.

Ms. Land stated the gross amount for Phase 1 & 2 was \$755.72 for last year. The gross amount for Phase 3 & 4 was \$188.93. The current year gross assessment for Phase 1 & 2 is \$834.30 and the gross amount for Phase 3 & 4 is \$208.58. Ms. Gaarlandt stated the notice cap for Phases 1 & 2 is \$834.30 and for Phases 3 & 4 it is \$208.58.

Ms. Gaarlandt requested a motion from the Board to approve Resolution 2020-19, as presented.

ON MOTION by Mr. Rhinehart, seconded by Mr. Shapiro, with all in favor, the Board approved Resolution 2020-19, Adopting an Assessment Roll for Fiscal Year 2020-2021 and Certifying Special Assessments for Collection.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-20,  
Ratifying the Sale of the Series 2020  
Bonds, Phase 3 Project**

Mr. Van Wyk presented Resolution 2020-2020 to the Board.

ON MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Board approved Resolution 2020-20, Ratifying the Sale of the Series 2020 Bonds, Phase 3 Project.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Wall Easements with  
Lennar Homes, LLC and the District**  
a) **Lot 272 Citrus Point**  
b) **Lot 282 Citrus Point**

Mr. Shapiro explained the Wall Easements. Mr. Wood, the District Engineer drafted the easements.

ON MOTION by Mr. Shapiro, seconded by Mr. Rhinehart, with all in favor, the Board approved the Wall Easements with Lennar Homes, LLC and the District, as presented.

**NINTH ORDER OF BUSINESS**

**Consideration of Navitas Lease  
Agreement for Playground Shade  
Structure**

Ms. Gaarlandt stated at the previous meeting District staff presented some options for adding the financing of the shade structure to the Navitas Agreement that is currently in place and the Board opted to finance it over 48 months. This is the Agreement that was drafted based on those terms.

Mr. Van Wyk explained at the last meeting the Board approved the proposal and the price and this is the Lease Agreement.

ON MOTION by Mr. Rhinehart, seconded by Mr. Shapiro, with all in favor, the Board approved the Navitas Lease Agreement for Playground Shade Structure.

**TENTH ORDER OF BUSINESS**

**Ratification of Temporary Amendment to the Agreement between the District and Fuqua Janitorial Services for Janitorial Maintenance Services**

Ms. Gaarlandt this agreement is based on the proposal the Board approved at the last meeting to temporarily increase Janitorial Maintenance Services to daily cleaning.

ON MOTION by Ms. Schwenk, seconded by Mr. Shapiro, with all in favor, the Board approved the Amendment to the Agreement between the District and Fuqua Janitorial Services for Janitorial Maintenance Services

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Temporary Amendment to the Agreement between the District and Fuqua Janitorial Services for Janitorial Maintenance Services**

Ms. Gaarlandt presented the Temporary Amendment to the Agreement between the District and Fuqua Janitorial Services for Janitorial Maintenance Services.

ON MOTION by Mr. Rhinehart, seconded by Mr. Shapiro, with all in favor, the Board approved the Amendment to the Agreement between the District and Fuqua Janitorial Services for Janitorial Maintenance Services

**TWELFTH ORDER OF BUSINESS**

**Review of Fiscal Year 2019 Audited Financial Report**

The Board reviewed the Audited Financial Report. It was a clean audit.

ON MOTION by Mr. Rhinehart, seconded by Mr. Shapiro, with all in favor, the Board accepted the Fiscal Year Audited Financial Report

**THIRTEENTH ORDER OF BUSINESS**

**Ratification of Payment Authorization Nos. 124 - 131**

The Board reviewed Payment Authorization Nos. 124 – 131.

ON MOTION by Ms. Schwenk, seconded by Mr. Shapiro, with all in favor, the Board ratified Payment Authorization Nos. 124 – 131.

#### **FOURTEENTH ORDER OF BUSINESS**

#### **Review of Monthly Financials**

The Board reviewed the monthly financials through June 30, 2020. There was no action required by the Board.

#### **FIFTEENTH ORDER OF BUSINESS**

#### **Staff Reports**

**District Counsel –** Mr. Van Wyk asked if there were any modifications to the traffic control. Ms. Gaarlandt stated there were questions relating to it from residents that she will address under the audience comment section. The Board previously adopted parking policies.

Mr. Van Wyk stated the District is working on trying to get the extension of use of the telecommunications technology and he will keep the Board up to date.

**District Engineer –** Not Present

**District Manager –** Ms. Gaarlandt stated she received the termination notice from the current landscape maintenance company. Ms. Burns will bring back proposals for landscape maintenance companies. The Board wants to continue with the landscape provider through August. The effective date of the termination notice is August 31, 2020.

Ms. Gaarlandt asked Mr. Glasgow to address comments regarding the landscaping, the dog park and signage. He was not on the line at the moment so Ms. Gaarlandt explained the parking policies. District Management has the exhibit to the parking policies and there seem to be some area that does not function well with the layout of the Community and they are trying to adjust it. The policies will not be enforced until the no parking signs have been installed. The District has a towing company that has been engaged that will start working with the District as soon as they have the signs up for parking. No towing will be done at this point in time. Ms. Lane stated that Mr. Glasgow is having some issues with the system.

Ms. Gaarlandt stated there have been some issues with the landscaping and District staff will work with the landscaper to improve and take care of the landscaping issues that were brought up.

Mr. Van Wyk requested a list from Mr. Glasgow on the main issues with the landscaping so District staff can make sure they are addressed when the District goes out to seek proposals.

The speed limit signs are ready to install but District staff is waiting to get confirmation on a date for the vendor to install the signs. This will reduce the speed limit in the community from 30MPH to 20MPH.

There have been some issues with the equipment at the pool. A part was replaced and then the pump started failing. The electrician and the pool company are on site today working on the pump and as soon as they can get the equipment to work the pool will be opened.

Ms. Gaarlandt addressed the request for the Dog Park in Citrus Isle. She asked if the Board wanted to reconsider that request. Ms. Schwenk stated she is open to looking at it once the District gets Phase 3 & 4 paying a portion of the budget so the District does not have to raise assessments in order to provide that Amenity. She requested to look at this again at the first of the year. Mr. Rhinehart stated when the Board last discussed this they realized they did not have the funds in the budget to add that to the Citrus Isle Phase right now but he agreed with Ms. Schwenk.

Ms. Gaarlandt reminded the Board that there is a regular meeting scheduled for July 22, 2020 and that will be the budget adoption hearing.

#### **SIXTEENTH ORDER OF BUSINESS**

#### **Supervisor Requests and Audience Comments**

Ms. Taylor stated the residents and District discussed this last year and were told it would be put into the budget and they would look into the vendors, cost involved, and each month District staff said they still had not gotten quotes. She said the dog park is currently located in Citrus Point and it is 1.5 miles away from Citrus Isle when they were told they would also have a dog park that would be only 0.5 miles away. She stated Citrus Point has all the Amenities and Citrus Isle has no close Amenities. Ms. Schwenk stated the Amenity location was chosen because it is a central location for all four phases of the District.



Mr. Van Wyk stated the Amenities are shared with North Boulevard through an interlocal agreement which is also why it is centrally located. The Board has no control over what the homeowners were told by the builders and he asked residents to address that with the builder.

Ms. Maggie requested someone to come out to 732 Citrus Isle Dr. because here easement area has not been mowed in two weeks. Mr. Gaarlandt will have Mr. Glasgow take a look at that area when he comes out there. Ms. Schwenk had someone reach out to CAS and they were rained out on the Friday cut but they will be out there today and she will get further information.

Ms. Taylor asked why the walkways and entrance are not being maintained. District staff will reach out to the vendor to determine their schedule to rectify those areas.

Another resident raised concerns with the delay of the installation of the parking signs.

There were no Supervisor requests.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

There were no other questions or comments. Ms. Gaarlandt requested a motion to adjourn.

ON MOTION by Ms. Schwenk, seconded by Mr. Shapiro, with all in favor, the Board adjourned the July 22, 2020 Board of Supervisor's Meeting for the Holly Hill Road East Community Development District.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman