

**MINUTES OF MEETING
HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

The regular Meeting of the Board of Supervisors of the Holly Hill Road East Community Development District was held on Tuesday, **December 15, 2020** at 3:30 p.m. at The Holiday Inn, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath
Lauren Schwenk
Patrick Marone
Andrew Rhinehart *via Zoom*

Chairman
Vice Chairwoman
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Roy Van Wyk
Clayton Smith

District Manager, GMS
Hopping Green & Sams
GMS

The following is a summary of the discussions and actions taken at the December 15, 2020 Holly Hill Road East Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order. There were four members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted there was one member of the public present and opened the floor for their comments and there were none.

THIRD ORDER OF BUSINESS

Approval of Minutes of the October 20, 2020 Board of Supervisors Meeting and Audit Committee Meeting

Ms. Burns presented the October 20, 2020 meeting minutes and asked for questions, comments, corrections, or concerns on the minutes. The Board had no changes.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Minutes of the October 20, 2020 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Playground Equipment and Installation Proposals

A. Proposal for Citrus Landing Playground Equipment from ProPlaygrounds

Ms. Burns presented the documents for Citrus Landing. Ms. Burns stated the proposal for Citrus Landing from ProPlaygrounds was for \$25,684 as well as the installation quote for that section being \$10,000.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Proposal for Citrus Landing Playground Equipment from ProPlaygrounds, was approved.

B. Quote for Citrus Landing Playground Equipment Labor and Installation from Polk Playgrounds, LLC

Ms. Burns noted the total of \$35,684 for the purchase and installation of the Citrus Landing playground equipment.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Quote for Citrus Landing Playground Equipment Labor and Installation from Polk Playgrounds, LLC, was approved.

C. Proposal for Citrus Reserve Playground Equipment from ProPlaygrounds

Ms. Burns presented the documents for Citrus Reserve. Ms. Burns stated the proposal for Citrus Reserve was for \$20,799 with installation being \$11,000.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Proposal for Citrus Reserve Playground Equipment from ProPlaygrounds, was approved.

D. Quote for Citrus Reserve Playground Equipment and Labor and Installation from Polk Playgrounds, LLC

Ms. Burns stated the total of \$31,799 for the purchase and installation of the Citrus Reserve playground equipment.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Quote for Citrus Reserve Playground Equipment and Labor and Installation from Polk Playgrounds, LLC, was approved.

E. Consideration of Financing Agreement from Navitas Credit for Citrus Landing and Citrus Reserve

Ms. Burns noted both sections and the installation financing agreement with the total amount of \$67,483. That being 16 monthly payments of \$1,376 for both sections on one agreement.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Financing Agreement from Navitas Credit for Citrus Landing and Citrus Reserve, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-01 Re-Designating Administrative Office for the District

Ms. Burns reported the updated resolution designating the primary headquarters of the office and the revised one is the administrative office. It appoints the office in Orlando as the administrative office.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-01 Re-Designating Administrative Office for the District, was approved.

SIXTH ORDER OF BUSINESS

Ratification of 2021 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns reported this administrative item outlines not disclosing any exempt parcels.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the 2021 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

SEVENTH ORDER OF BUSINESS

Ratification of Non-Ad Valorem Contract Agreement with Polk County Property Appraiser

Ms. Burns reported that there is a current agreement in place by which they will provide parcels to the District so they can use the tax bill to collect the assessments. A new agreement is required each year. This is the agreement for November 2021.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated that he did not have anything further to report.

B. Engineer

There being none, the next item was followed.

C. Field Manager's Report

i. Consideration of Quote for Speed Limit Signage

Mr. Smith reported that the parking signage was in and had some basic amenity maintenance. He stated the dog park had a lot of holes that were filled. Gates were fixed as well as the bent pool gate door. The mowing of the large hill on track C was completed. Yellowstone was not bid for this area. Yellowstone has agreed to do the top portions and some of the bottom, but for additional money they would do the hill. Mr. Smith stated that Prince is cheaper and only needs to be done occasionally. He stated that the city requirements are the grass can be no longer than 10in. So, as long as the hill is kept at that level, it could be pushed out quarterly or as needed. Mr. Smith stated that he coordinated with the playground cover people. They have installed the cover and it is in place. The trails have been cleaned up as well.

Mr. Smith presented the two quotes for the premade speed limit signs. One is for a sticker that just goes over the 30. There are struggles with this because 4 bolts have to be unbolted and holes have to be added. Signs are \$300 and labor is \$850.

Mr. Heath questioned why bolts needed to be unbolted if it was just a sticker to be added over the sign.

December 15, 2020

Holly Hill Road East

Mr. Smith stated the signs are mounted on a round pole and the bracket is where it says 30.

Mr. Smith stated this total quote is \$1,150. The other quote to replace the whole sign itself at the same price. It was agreed to replace with new signs.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Quote for Speed Limit Signage, was approved.

D. District Manager's Report

Ms. Burns stated that the towing agreement is completed and notices have been resent to residents and builders. Towing will start taking place on Friday, Dec. 18th. Towing policies have been posted at the amenities.

i. Check Register

Ms. Burns reported that the check register was included in the agenda package.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated that the financials are included in the package for review, there was no action that needed to be taken.

iii. Summary of Series 2020 Requisition Ratifications

a. Series 2020 AA3 Requisitions Summary (#22 to #23; #25 and #26; #28 to #38)

Ms. Burns presented the Series 2020 AA3 Requisitions Summary.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Series 2020 AA3 Requisitions Summary (#22 to #23; #25 and #26; #28 to #38), were ratified.

b. Series 2020 AA4 Requisitions Summary (#4 to #19; #21 to #30; #32 and #33)

Ms. Burns presented the Series 2020 AA4 Requisitions Summary.

December 15, 2020

Holly Hill Road East

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Series 2020 AA4 Requisition Summary (#4 to #19; #21 to #30; #32 and #33), were ratified.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

A resident voiced concerns about parking on the odd side of the streets. She asked how much away from someone's driveway are they allowed to park. The resident also stated that on the pathway to the pool from Citrus Isle, people are not picking up after their dogs.

A resident commented that when you come through the gate at Citrus Point, coming towards Citrus Isle, there is not a trash receptacle for the dog waste or dog bags, until the halfway point to Citrus Isle.

Ms. Burns stated that the parking policy does not state a certain number of feet from the apron, so there is no number outlined other than you cannot block somebody's driveway. The dog waste, there is a policy in the HOA restrictions that direct residents to pick up after their animals. It is also a county ordinance to pick up after your pets as well. Ms. Burns suggested that HOA send out a reminder to the residents.

Ms. Burns stated another dog station could be added with approval.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Additional Dog Station, was approved.

ELEVENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman