

Holly Hill Road East Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-723-5900

www.hollyhillroadeastcdd.com

The following is the proposed agenda for the meeting of the Board of Supervisors for the Holly Hill Road East Community Development District, scheduled to be held **Wednesday, March 18, 2020 at 10:00 a.m. at the Holiday Inn Winter Garden, 200 Cypress Gardens Blvd., Winter Haven, FL 33880**. Questions or comments on the Board Meeting or proposed agenda may be addressed to Jane Gaarlandt at gaarlandtj@pfm.com or (407) 723-5900. 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:

Call-in Number: **1-844-621-3956**

Access Code: **790 393 986 #**

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 February 19, 2020 Board of Supervisors' Meetings**

Business Matters

2. **Consideration of Financing Matters Relative to Phase 3 & 4 Projects, Series 2020 Bonds**
 - A. **Presentation of Supplemental Assessment Report** *(provided under separate cover)*
 - B. **Resolution 2020-07, Supplemental Assessment Resolution** *(provided under separate cover)*
 - C. **Greenberg Traurig Engagement Letter**
 - D. **Other Matters** *(provided under separate cover)*
3. **Public Hearing on the Adoption of Rules Relating to Overnight Parking and Traffic Enforcement**
 - Public Comments and Testimony
 - Board Comments
 - **Consideration of Resolution 2020-09, Adopting Rules Relating to Overnight Parking and Traffic Enforcement**
4. **Ratification of Payment Authorization Nos. 110 - 113**
5. **Review of Monthly Financials** *(provided under separate cover)*

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
BOARD OF SUPERVISORS' MEETING
Wednesday, February 19, 2020 at 10:03 a.m.
Holiday Inn Winter Garden,
200 Cypress Gardens Blvd.,
Winter Haven, Florida 33880**

Board Members present at roll call:

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

Also Present:

Roy Van Wyk	Hopping Green & Sams, P.A.	
Jane Gaarlandt	PFM Group Consulting, LLC	
Christina Hanna	PFM Group Consulting, LLC	
Kevin Plenzler	PFM Financial Advisors, LLC	(via phone)

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order approximately at 10:03 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
January 14, 2020 Board of
Supervisors' Meeting**

The Board reviewed the Minutes of the January 14, 2020 Board of Supervisors' Meeting.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Minutes of the January 14, 2020 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Financing Matters
Relative to Phase 3 & 4 Projects,
Series 2020 Bonds**

- a) Presentation of Supplemental Assessment Report**
- b) Hopping Green & Sams Fee Proposal**
- c) Other Matters**

Mr. Plenzler presented the Supplemental Assessment Report. He explained that these are preliminary assessments securing the repayment of Bonds that are forecast for the District. Table 1 shows Assessment Area 3 with 182 units and Assessment Area 4 with 142 units, a combined total of 324 units. Table 2 outlines the Capital Improvement Costs as estimated by the District Engineer for each assessment area. It is just under \$5,100,000.00 in Assessment Area 3 and just under \$4,000,000.00 in Assessment Area 4. Table 3 outlines the Preliminary Financing Numbers. The District estimates funding of approximately \$3,500,000.00 of the CIP for Assessment Area 3 via Bonds totaling just over \$4,000,000.00 and funding just under \$2,800,000.00 of the Capital Improvement Plan for Assessment Area 4 with Bonds totaling \$3,200,000.00. Table 4 outlines the Bond Par and annual assessments for the lots planned for the two assessment areas. Assessment Area 3 per lot assessments are estimated at \$22,115.00 in Principle and Assessment Area 4 lot assessments are estimated at \$22,782.00. The Annual Assessments for Assessment Area 3 are \$1,310.00 and Assessment Area 4 Annual Assessments are estimated at \$1,350.00. These numbers are preliminary and will probably slightly change based on final pricing. Ms. Schwenk noted that it has \$1,350.00 for Citrus Reserve and \$1,310 for Citrus Landing. Mr. Heath questioned the difference in amount for Annual Assessment Area 3 and Area 4. Mr. Plenzler stated he had both at \$1,350.00 but there was an issue with the net vs. gross but he can adjust accordingly and resize or make the adjustment as needed. Mr. Plenzler will verify the information and make the adjustment as needed.

Mr. Van Wyk asked if this is consistent with the Master Methodology that is in place. Mr. Plenzler answered yes. Mr. Van Wyk asked if it is his opinion that the assessments as set forth in the Supplemental Assessment Report are fair and reasonably apportioned across the product types. Mr. Plenzler answered yes. Mr. Van Wyk asked if it is his opinion that the benefit received by the parcels will be equal to or in excess of the burden placed on them by the special assessments. Mr. Plenzler answered yes.

Ms. Schwenk noted there are three builders in Citrus landings. If two of the builders are at \$1,350.00 and one of the builders is at \$1,310.00 would it be considered an overfunding for that builder and the others would have to be paid down to the \$1,310.00?. Mr. Van Wyk noted that the District should show Developer contribution to those specific lots so the additional cost of the project above what is financed, the benefit or credit, is moved to those parcels and used to pay down, or they can be paid down directly.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Board approved the Supplemental Assessment Report subject to the numbers being verified.

Resolution 2020-07 is being tabled until the next meeting.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-08,
Adopting an Internal Control Policy**

The Board reviewed the Internal Control Policy.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved Resolution 2020-08, Adopting an Internal Control Policy.

SIXTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2019
Auditor Engagement Letter**

Ms. Gaarlandt presented the Fiscal Year 2019 Auditor Engagement Letter.

On MOTION by Mr. Heath seconded by Mr. Rhinehart, with all in favor, the Board approved the Fiscal Year 2019 Auditor Engagement Letter.

SEVENTH ORDER OF BUSINESS

**Consideration of Personnel Leasing
Agreement**

The Board reviewed the Personnel Leasing Agreement.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Board approved the Personnel Leasing Agreement.

EIGHTH ORDER OF BUSINESS

**Ratification of Payment Authorization
Nos. 105 - 109**

The Board reviewed payment authorizations numbers 105 - 109.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board ratified Payment Authorization Nos. 105 – 109.

NINTH ORDER OF BUSINESS

Review of Monthly Financials

The Board reviewed the monthly financials through January 31, 2020. There was no action required by the Board.

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel – Mr. Van Wyk noted there was earlier discussion about doing the pre-closing on March 18, 2020 and funding the first part of April.

District Engineer – Not Present

District Manager – Ms. Gaarlandt noted the shade structure has been installed at Holly Hill.

Matthew Cassidy joined the meeting in progress at 10:13 a.m.

ELEVENTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

There were no Supervisor requests. There were no members of the audience present.

TWELFTH ORDER OF BUSINESS

Adjournment

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

ON MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the February 19, 2020 Board of Supervisors' Meeting for the Holly Hill Road East Community Development District was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**Holly Hill Road East
Community Development District**

**Financing Matters Relative to Phase 3 & 4
Projects, Series 2020 Bonds**

**Holly Hill Road East
Community Development District**

Supplemental Assessment Report

(provided under separate cover)

**Holly Hill Road East
Community Development District**

Resolution 2020-07

(provided under separate cover)

**Holly Hill Road East
Community Development District**

Greenberg Traurig Engagement Letter

March 10, 2020

Holly Hill Road East Community Development District
c/o PFM Group Consulting LLC
12051 Corporate Boulevard
Orlando, FL 32817

Attn: Jane Gaarlandt, District Manager

Re: Holly Hill Road East Community Development District (HHRECDD)

Ladies and Gentlemen:

Reference is made to our original engagement letter dated July 10, 2017, in which we agreed to charge, absent “unusual circumstances”, fees and expenses of \$48,000 for the initial financing and \$43,000 for each financing thereafter. Notwithstanding the agreement we only charged \$42,500 for the initial financing for Assessment Area 1, and \$26,000 for Assessment Area 2. Subsequently, at the request of HHR East, LLC (Landmark) (the “Prior Developer”), we structured a unique draw down line of credit bond anticipation note for the amenity center to facilitate continued work on the amenity prior to bond funding for future phases, under which the Prior Developer has incurred on behalf of HHRECDD expenses in the approximate amount of \$513,000, to be retired from the proceeds of the Assessment Area 3 and 4 bond issues. The allocation of the costs of the amenity center is the subject of an Interlocal Agreement between HHRECDD and North Boulevard Community Development District (NBCDD), dated effective October 11, 2017, and two Joint Acquisition Agreements, dated September 22, 2017 and October 11, 2018, pursuant to which HHRECDD will own the amenity center but residents of NBCDD and HHRECDD will share its use, and are to be assessed pro rata to pay the debt service on bonds issued for the amenity center. For the bond anticipation note financing, we incurred \$22,500 in time but were requested to bill only \$2,500 with assurances that the remainder could be paid when a funding source was available (i.e. when permanent bonds were issued for the amenity center in Assessment Areas 3 and 4). We are requesting that this deferred amount be included in the upcoming bond issue which will retire the bond anticipation note and be divided between the two assessment areas.

Where the District issues separate series simultaneously for different landowners involving separate assessment areas and under separate documentation (as is the case in HHRECDD), we typically charge \$30,000 per series. This financing structure was not contemplated in 2017 and 2018 when we were originally engaged or when HHRECDD issued its prior series of bonds. This arrangement is separate from the deferred payment for the bond anticipation note.

Please present this fee arrangement to the Board of Supervisors at the next meeting. If the foregoing proposal is acceptable to the District, please so indicate by executing this letter and emailing a copy back to me.

Holly Hill Road East Community Development District
c/o PFM Group Consulting LLC
March 10, 2020
Page 2

We look forward to completing this next bond issue for Assessment Areas 3 and 4 and providing permanent financing for the amenity center.

Yours sincerely,



Robert C. Gang

Accepted and agreed to
this ___ day of _____, 2020

Chairman, Board of Supervisors

**Holly Hill Road East
Community Development District**

Other Matters

(provided under separate cover)

**Holly Hill Road East
Community Development District**

**Adoption of Rules Relating to Overnight Parking
and Traffic Enforcement**

**Holly Hill Road East
Community Development District**

Resolution 2020-09

HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT
RULES RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT

In accordance with Chapter 190, *Florida Statutes*, and on _____ at a duly noticed public meeting, the Board of Supervisors of the Holly Hill Road East Community Development District (“District”) adopted the following policy to govern parking and parking enforcement on certain District Property. This policy repeals and supersedes all prior rules and/or policies governing the same subject matter.

SECTION 1. INTRODUCTION. The District finds that parked Commercial Vehicles, Vehicles, Vessels and Recreational Vehicles (hereinafter defined) on certain of its property (hereinafter defined) cause hazards and danger to the health, safety and welfare of District residents, paid users and the public. This policy is intended to provide the District’s residents and paid users with a means to park Vehicles on-street in certain designated parking areas as well as to allow additional parking for Vehicles and overnight guests in the District’s Overnight Parking Areas and remove such Commercial Vehicles, Vehicles, Vessels and Recreational Vehicles from District designated Tow-Away Zones consistent with this Policy and as indicated on **Exhibit A** attached hereto and incorporated herein by reference. This Policy authorizes additional overnight parking in designated areas, which areas are identified in **Exhibit B** attached hereto, subject to obtaining an Overnight Parking Permit.

SECTION 2. DEFINITIONS.

- A. *Commercial Vehicle(s)*. Any mobile item which normally uses wheels, whether motorized or not, that (i) is titled, registered or leased to a company and not an individual person, or (ii) is used for business purposes even if titled, registered or leased to an individual person.
- B. *Vehicle(s)*. Any mobile item which normally uses wheels, whether motorized or not. For purposes of this Policy, unless otherwise specified, any use of the term Vehicle(s) shall be interpreted so as to include Commercial Vehicle(s), Vessel(s), and Recreational Vessel(s).
- C. *Vessel(s)*. Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
- D. *Recreational Vehicle(s)*. A vehicle designed for recreational use, which includes motor homes, campers and trailers relative to same.
- E. *Parked*. A Vehicle, Vessel or Recreational Vehicle left unattended by its owner or user.

- F. *Tow-Away Zone.* District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action.
- G. *Overnight.* Between the hours of 10:00 p.m. and 6:00 a.m. daily.

SECTION 3. DESIGNATED PARKING AREAS. On street parking is only authorized on the odd numbered side of the street (as indicated by address numbers). On street parking is expressly prohibited on the even numbered side of the street (as indicated by address numbers).

The even numbered side of the street (as indicated by address numbers) and those areas within the District's boundaries depicted in **Exhibit A**, which is incorporated herein by reference, are hereby established as "Tow-Away Zones" for all Vehicles, including Commercial Vehicles, Vessels, Recreational Vehicles as set forth in Sections 4 and 5 herein ("**Tow Away Zone**").

Additional overnight parking is permitted on certain District Property as identified on **Exhibit B** attached hereto ("**Overnight Parking Areas**"), with a pre-approved permit as set forth in this Policy.

SECTION 4. ESTABLISHMENT OF TOW-AWAY ZONES. Each area set forth in **Exhibit A** attached hereto is hereby declared a Tow Away Zone. In addition, any Vehicle which is parked in a manner which prevents or inhibits the ability of emergency response vehicles to navigate streets within the District are hereby authorized to be towed.

SECTION 5. EXCEPTIONS.

- A. ON-STREET PARKING EXCEPTIONS.** Abandoned and/or broken down Vehicles are not permitted to be parked on-street at any time and are subject to towing at the Owner's expense. Commercial Vehicles, Recreational Vehicles, and Vessels are not permitted to be parked on-street Overnight and shall be subject to towing at Owner's expense.
- B. OVERNIGHT PARKING PERMITS.** Residents may apply for an "Overnight Parking Permit" which will allow such resident and/or guest to park in the Overnight Parking Areas after-hours, and overnight. Overnight Parking Permit requests will be granted in accordance with the following:
 - 1. Permits may not exceed seven (7) consecutive days. In no event may an Overnight Parking Permit be granted for more than fourteen (14) nights per calendar year for one Vehicle, as identified by the Vehicle's license plate number. Notwithstanding the foregoing, Overnight Parking Permits will not be issued for Vessels under any circumstances.
 - 2. Residents and paid users interested in an Overnight Parking Permit may submit a request to the District Manager or his/her designee which includes the following information:

- (1) The name, address and contact information of the owner of the Vehicle to which the permit will be granted;
- (2) The make/model and license plate of the Vehicle to which the permit will apply;
- (3) The reason and special terms (if any) for the Overnight Parking Permit; and
- (4) The date and time of the expiration of the requested Overnight Parking Permit.

It is the responsibility of the person(s) requesting an Overnight Parking Permit to secure all necessary documentation and approvals. Failure to secure all necessary documentation and approvals will result in the towing and/or removal of the Vehicle from the District's Property. Improperly permitted Vehicles parked in the Tow Away Zones will be subject to towing.

3. Upon receipt of all requested documentation, as set forth above, the District Manager or his/her designee will issue an Overnight Parking Permit to the resident or paid user making the request. Overnight Parking Permits will be granted by way of written correspondence by the District Manager or his/her designee. **No verbal grants of authority will be issued or be held valid.**
 4. The Overnight Parking Permit must be clearly displayed in the Vehicle windshield.
- C. VENDORS/CONTRACTORS.** The District Manager or his/her designee may authorize vendors/consultants in writing to park company Vehicles in order to facilitate District business. All Vehicles so authorized must be identified by an Overnight Parking Pass.
- D. DELIVERY VEHICLES AND GOVERNMENTAL VEHICLES.** Delivery Vehicles, including but not limited to, U.P.S., Fed Ex, moving company Vehicles, and lawn maintenance vendors may park on District Property while actively engaged in the operation of such businesses. Vehicles owned and operated by any governmental unit may also park on District Property while carrying out official duties.

Any Vehicle parked on District Property, including District roads, must do so in compliance with all laws, ordinances and codes.

SECTION 6. TOWING/REMOVAL PROCEDURES.

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be approved by the District's Board of Supervisors and shall be posted on District Property in the manner set forth in Section 715.07, *Florida Statutes*. Such signage is to be placed in conspicuous locations, in accordance with Section 715.07, *Florida Statutes*.
- B. TOWING/REMOVAL AUTHORITY.** To effect towing/removal of a Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle, the District Manager or his/her designee must verify that the subject Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle was

not authorized to park under this rule in the Overnight Parking Areas and then must contact a firm authorized by Florida law to tow/remove Commercial Vehicle, Vehicles, Vessels and Recreational Vehicles for the removal of such unauthorized vehicle at the owner's expense. The Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in Section 715.07, *Florida Statutes*. Notwithstanding the foregoing, a towing service retained by the District may tow/remove any vehicle parked in the Tow-Away Zone.

C. AGREEMENT WITH AUTHORIZED TOWING SERVICE. The District's Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized vehicles and in accordance with Florida law and with the policies set forth herein.

SECTION 7. PARKING AT YOUR OWN RISK. Vehicles, Vessels or Recreational Vehicles may be parked on District Property pursuant to this rule, provided, however, that the District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or to such Vehicles.

EXHIBIT A – *Tow Away Zone*

EXHIBIT B - *Map of Overnight Parking Areas*

Effective date: June 14, 2018

EXHIBIT A – *Tow Away Zone*

EXHIBIT B - *Map of Overnight Parking Areas*

**Holly Hill Road East
Community Development District**

Payment Authorization No. 110-113

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 110

2/14/2020

Item No.	Vendor	Invoice Number	General Fund
1	Business Observer Legal Advertising on 02/07/2020	20-00259K	\$ 70.00
2	Navitas Playground Lease	--	\$ 527.41
3	PFM Group Consulting Reimbursables: December 2019	OE-EXP-00618	\$ 57.33
4	Spectrum 127 Bergamot Loop ; Service 02/11/2020 - 03/10/2020	085433101021220	\$ 131.97
TOTAL			\$ 786.71



Board Member

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

RECEIVED FEB 17 2020

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 111

2/21/2020

Item No.	Vendor	Invoice Number	General Fund
1	Business Observer Legal Advertising on 02/14/2020	20-00297K	\$ 102.81
2	City of Davenport Pool Meter / 127 Bergamot Loop ; Service 01/05/2020 - 02/04/2020	--	\$ 33.03
3	Complete Pool Care March Pool Service	13475	\$ 1,525.00
4	Creative Association Services February Landscaping	6424	\$ 1,166.00
5	Duke Energy 127 Bergamot Loop (Amenity Center) ; Service 01/20/2020 - 02/18/2020 290 Citrus Isle Loop Lift ; Service 01/21/2020 - 02/19/2020	-- --	\$ 1,450.92 \$ 2.93
6	Fuqua Janitorial Services February Clubhouse Cleaning	8030	\$ 680.00
7	The Ledger Legal Advertising on 12/07/2020	L060G0J3AF	\$ 276.56
8	PFM Group Consulting Reimbursables: August 2019 Reimbursables: November 2019 Reimbursables: December 2019 Reimbursables: October 2019 DM Fee: February 2020 Website Fee: February 2020	106372 107890 107975 107990 DM-02-2020-0029 DM-02-2020-0030	\$ 201.69 \$ 241.88 \$ 64.61 \$ 743.48 \$ 1,666.67 \$ 125.00
9	Pro Playgrounds Hanging Cantilever Shade Balance Due	1783	\$ 360.00
TOTAL			\$ 8,640.58


 Board Member

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

RECEIVED FEB 22 2020

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 112

2/28/2020

Item No.	Vendor	Invoice Number	General Fund
1	Creative Association Services Citrus Isle Irrigation Repairs	6413 CI	\$ 465.85
2	Duke Energy 00 Holly Hill Rd ; Service 01/27/2020 - 02/25/2020	--	\$ 349.31
3	Hopping Green & Sams General Counsel Through 01/31/2020	112942	\$ 2,487.67
4	Navitas Playground Lease	--	\$ 1,642.78
5	PFM Group Consulting January Reimbursables	OE-EXP-00675	\$ 41.65
6	Wood & Associates Engineering Services Through 02/09/2020	572	\$ 860.00
TOTAL			\$ 5,847.26



Board Member

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

RECEIVED MAR 10 2020

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 113

3/6/2020

Item No.	Vendor	Invoice Number	General Fund
1	Creative Association Services March Landscaping	6424	\$ 1,166.00
2	Duke Energy 256 Bergamot Loop Lift ; Service 01/29/2020 - 02/27/2020	--	\$ 36.09
3	Orkin 127 Bergamot Loop Pest Control	194601009	\$ 48.15
TOTAL			\$ 1,250.24


Board Member

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

RECEIVED MAR 10 2020

**Holly Hill Road East
Community Development District**

Monthly Financials

(provided under separate cover)