

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, January 15, 2020 at 10:00 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 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 December 18, 2019 Board of Supervisors' Meetings**

Business Matters

- 2. **Consideration of Financing Matters Relative to Phase 3 & 4 Projects, Series 2020 Bonds**
 - A. **Resolution 2020-05, Delegation Resolution** *(provided under separate cover)*
 - Third Supplemental Trust Indenture
 - Fourth Supplemental Trust Indenture
 - B. **Other Matters**
- 3. **Consideration of Resolution 2020-06, Setting Public Hearing to Adopt Parking and Towing Policies**
 - Rules Relating to Overnight Parking and Parking Enforcement
 - Notices for Publication
- 4. **Consideration of Agreement between the District and Polk County Property Appraiser**
- 5. **Ratification of Payment Authorization Nos. 101 - 104**
- 6. **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 BOARD OF SUPERVISORS' MEETING

Wednesday, December 18, 2019 at 10:00 a.m.

Offices of Cassidy Homes

346 East Central Ave.,

Winter Haven, Florida 33880

Board Members present at roll call:

| | | |
|------------------|--------------|-------------|
| Rennie Heath | Board Member | |
| Andrew Rhinehart | Board Member | |
| Patrick Marone | Board Member | |
| Scott Shapiro | Board Member | (via phone) |

Also Present:

| | | |
|-----------------|----------------------------|-------------|
| Jane Gaarlandt | PFM Group Consulting LLC | |
| Roy Van Wyk | Hopping Green & Sams, P.A. | (via phone) |
| Angel Mendez | Resident | |
| Erma Moore | Resident | |
| Frida Morales | Resident | |
| David Rowland | Resident | |
| Darlene Nagi | Resident | |
| Courtney Taylor | Resident | |

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order approximately at 10:00 a.m. Those in attendance are outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
November 20, 2019 Board of
Supervisors' Meeting and the
December 4, 2019 Supervisors'
Meeting**

The Board reviewed the Minutes of the November 20, 2019 Board of Supervisors' Meeting and the December 4, 2019 Supervisors' Meeting.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Board approved the Minutes of the November 20, 2019 Board of Supervisors' Meeting and the December 4, 2019 Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

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

Mr. Van Wyk explained that there is nothing to discuss at this time and he is planning on bringing anything needed back in January for the delegation resolution.

FIFTH ORDER OF BUSINESS

**Ratification of Shade Structure
Installation Agreement**

The Board reviewed the Shade Structure Installation Agreement.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board ratified the Shade Structure Installation Agreement.

SIXTH ORDER OF BUSINESS

**Ratification of Payment Authorization
Nos. 98 - 100**

The Board reviewed payment authorizations numbers 98 - 100.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board ratified Payment Authorization Nos. 98 – 100.

SEVENTH ORDER OF BUSINESS

Review of Monthly Financials

The Board reviewed the monthly financials through November 30, 2019. There was no action required by the Board.

EIGHTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Engineer – Not Present

District Manager – Ms. Gaarlandt noted that at the last meeting the District Manager received a request for the reduction of the speed limit from 30 miles per hour to 20 miles per hour. A letter was sent to the City and the District received approval from the City to reduce the speed limit. District staff is working on getting a quote for the cost to replace the speed limit signs. Ms. Gaarlandt will have Mr. Glasgow email the Board with the number of signs. District staff should have a cost prior to the next meeting.

Ms. Gaarlandt noted that District staff is working on getting a quote for the dog park but have not received anything back yet.

District management received a request from a resident wanting to dedicate to the District a tree that was planted in front of a stop sign. The resident noted that the tree had been removed and therefore there was no longer any need for the board to consider the request.

NINTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There were no Supervisor requests.

Ms. Nagi stated that the fence on Citrus Isle drive behind her house has still not been fixed. This is the perimeter fence that fell down behind her property. Ms. Gaarlandt asked Ms. Nagi to email Mr. Glasgow her address so he can make sure that it gets addressed. Mr. Heath asked Ms. Nagi to email Mr. Glasgow back when the fence has been repaired.

Ms. Nagi noted that an area along the perimeter fence is not being mowed on a regular basis. Ms. Gaarlandt responded that it would be helpful to provide the District Manager with an address and a photo so that it can be addressed with the vendor.

There was a question regarding the assessments. Ms. Gaarlandt explained the difference between the Debt Service Assessments and the O&M Assessments and the cost covered by the

O&M Assessment, i.e. landscape maintenance, water, electricity, the Amenity Center, legal fees, engineering fees, District Management fees, etc..

A Resident had questions regarding the utility box surrounded by sidewalk. District staff explained that this is part of the utility right-of-way. The resident provided photos showing damage from vendors' vehicles. He spoke to the Construction Manager at Pulte who said they are not fixing it and that the road is supposed to be a quarter of an inch below grade. Mr. Heath responded that the Board of Supervisors are the Developer of the District not Pulte and the Board needs to discuss this with the Construction Manager. Ms. Gaarlandt will request Mr. Glasgow to go onsite to take pictures and contact the various builders.

A resident commented that some of the lamp posts are out and it is too dark at night Mr. Marone requested that residents get the number from the light poles and provide the information to District Management, however, residents can also contact Duke directly so they can send someone out to repair lights.

Ms. Moore asked who is responsible for the garbage that is being thrown around the neighborhood. Many residents complained about the garbage being blown into their lawns. Mr. Glasgow will bring this up to the builder when he talks to them about the road. Ms. Gaarlandt requested photos from residents.

A resident commented that the pool is far from their home and asked if something can be done about the location of the pool because they were told by the sales office that it was going to be closer to their house. Mr. Heath responded that the Board and the District is not responsible for the information that Pulte provides to the residents. Residents will have to address that with the builder. Mr. Heath stated that the Board was told that the buyer was told one thing from the builder and noted that if the builder gave the residents' inaccurate information there is nothing this Board has the authority to do. The Board is on the Operations & Maintenance side of the development and the Developer cannot build an additional pool in another section.

A resident brought up various parking issues in the community preventing emergency vehicles to get through. Per HOA bylaws no cars are to be parked in the street. Ms. Gaarlandt noted that the streets do not belong to the HOA but the CDD and asked Mr. Van Wyk if the District can implement parking policies for the streets. Mr. Van Wyk responded yes, they can do something similar to what they have done in other Districts and to limit parking to one side of the street or eliminate parking completely, or allow it between certain hours. A discussion took place. District staff will address this at the next meeting. Mr. Van Wyk asked the Board if they would like him to prepare a set of parking regulations for the District or start the rulemaking process at the next meeting. Mr. Heath requested that the District start the rulemaking process at the next meeting.

TENTH 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 December 18, 2019 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**

Resolution 2020-05

(provided under separate cover)

**Holly Hill Road East
Community Development District**

Resolution 2020-06

RESOLUTION 2020-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT
DISTRICT ADOPTING RULES RELATING TO OVERNIGHT
PARKING AND TRAFFIC ENFORCEMENT; AND PROVIDING
FOR SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the Holly Hill Road East Community Development District ("District") is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Davenport, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, the Board of Supervisors of the District ("Board") is authorized by Sections 190.011(5) and 190.035, *Florida Statutes*, to adopt rules, orders, rates, fees and charges pursuant to Chapter 120, *Florida Statutes*; and

WHEREAS, the District desires to adopt *Rules Relating to Overnight Parking and Traffic Enforcement* ("Rule"), pursuant to the provisions of Sections 190.011(5) and 190.035 and Chapter 120, *Florida Statutes*; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt by resolution the Rule for immediate use and application.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. The District hereby adopts the Rule, attached hereto as **Exhibit A**.

SECTION 2. If any provision of this Resolution or the Rule is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of January 2020.

ATTEST:

**HOLLY HILL ROAD EAST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT A
HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT
RULE RELATING TO OVERNIGHT PARKING AND TRAFFIC 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

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.

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- 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*

**NOTICE OF RULE DEVELOPMENT REGARDING A
RULE RELATING TO TRAFFIC & PARKING ENFORCEMENT BY THE
HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT**

In accord with Chapters 120 and 190, *Florida Statutes*, the Holly Hill Road East Community Development District (“**District**”) hereby gives notice of its intention to develop a Rule Relating to Traffic & Parking Enforcement to govern traffic and parking enforcement on District right-of-ways and other property.

The Rule Relating to Traffic & Parking Enforcement will address such areas as traffic and parking signage and speed limits; designated parking areas (including designated parking areas at District amenities, and at other common areas); parking on roundabouts and District right-of-ways; parking by specialized vehicles at District amenities and other common property; parking permits for overnight parking, temporary parking, and District board members, staff, employees, and contractors; parking by emergency vehicles; the establishment of tow-away zones; enforcement mechanisms (towing and fines); the authorization of law enforcement to enforce the rule; parking at one’s own risk; and other areas.

The purpose and effect of the Rule Relating to Traffic & Parking Enforcement is to provide for efficient and effective District operations and to repeal and replace all prior rules and policies established for traffic and parking enforcement.

The specific legal authority for the adoption of the proposed Rule Relating to Traffic & Parking Enforcement includes Sections 120.54, 120.69, 190.011, and 190.012, *Florida Statutes* (2019). The specific laws implemented in the Rule Relating to Traffic & Parking Enforcement include, but are not limited to, Sections 190.011 and 190.012, *Florida Statutes* (2019).

A public hearing will be conducted by the District on _____,
_____, 2019, at _____ a/p.m., at
_____.

A copy of the proposed Rule Relating to Traffic & Parking Enforcement may be obtained by contacting the District Manager, c/o PFM Group Consulting, 12051 Corporate Boulevard, Orlando, Florida 32817, Phone: (407) 723-5900.

Jane Gaarlandt, District Manager
Holly Hill Road East Community Development District

Run Date: _____, 2020

PUBLISH: [AT LEAST 29 DAYS PRIOR TO ADOPTION DATE; AT LEAST ONE DAY PRIOR TO NOTICE OF RULEMAKING]

**NOTICE OF RULEMAKING REGARDING A
RULE RELATING TO TRAFFIC & PARKING ENFORCEMENT OF THE
HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Holly Hill Road East Community Development District ("District") on _____, 2019, at _____ .m. at _____, Florida 33572.

In accord with Chapters 120 and 190, *Florida Statutes*, the District hereby gives the public notice of its intent to adopt its proposed Rule Relating to Traffic & Parking Enforcement. The purpose and effect of the proposed Rule Relating to Traffic & Parking Enforcement is to provide for efficient and effective District operations and to repeal and replace all prior rules and policies established for traffic and parking enforcement. Prior notice of rule development was published in the _____ on _____, 2020.

The Rule Relating to Traffic & Parking Enforcement will address such areas as traffic and parking signage and speed limits; designated parking areas (including designated parking areas at District amenities, and at other common areas); parking on roundabouts and District right-of-ways; parking by specialized vehicles at District amenities and other common property; parking permits for overnight parking, temporary parking, and District board members, staff, employees, and contractors; parking by emergency vehicles; the establishment of tow-away zones; enforcement mechanisms (towing and fines); the authorization of law enforcement to enforce the rule; parking at one's own risk; and other areas.

The specific legal authority for the adoption of the proposed Rule Relating to Traffic & Parking Enforcement includes Sections 120.54, 120.69, 190.011, and 190.012, *Florida Statutes* (2019). The specific laws implemented in the Rule Relating to Traffic & Parking Enforcement include, but are not limited to, Sections 190.011 and 190.012, *Florida Statutes* (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's Office c/o PFM Group Consulting, 12051 Corporate Boulevard, Orlando, Florida 32817, Phone: (407) 723-5900.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by section 120.541(1), *Florida Statutes*, must do so in writing within twenty-one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the 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 Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1-800-955-8770 for aid in contacting the District Office.

Holly Hill Community Development District
Jane Gaarlandt, District Manager

Run Date: _____

PUBLISH: [AT LEAST 28 DAYS PRIOR TO ADOPTION DATE]

**Holly Hill Road East
Community Development District**

**Agreement between the District and
Polk County Property Appraiser**

CONTRACT AGREEMENT

This Agreement made and entered into on Friday, December 06, 2019 by and between the Holly Hill Road East Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Marsha M. Faux, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section 197.3632 Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.
2. The parties herein agree that, for the 2020 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the Holly Hill Road East Community Development District.
3. The term of this Agreement shall commence on January 1, 2020 and shall run until December 31, 2020, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.
4. The Special District shall meet all relevant requirements of Section 197.3632 & 190.021 Florida Statutes.
5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, the Special District shall provide **proposed assessments no later than Friday, July 17, 2020**, for inclusion on the 2020 TRIM notice which is statutorily mailed within 55 days of July 1. The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.
6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Tuesday, September 15, 2020**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2020 tax roll.
7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice. The Property Appraiser will require **payment on or before Tuesday, September 15, 2020** for processing within the Property Appraiser budget year (October 1st – September 30th).
8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.
9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

The Special District shall indemnify and hold harmless, to the extent permitted by Florida law and without waiving its right of any applicable sovereign immunity, the Property Appraiser and all respective officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Property Appraiser and all respective officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the negligent or intentional acts or omissions of the Special District or its employees, agents, servants, partners, principals, or subcontractors arising out of, relating to, or resulting from the performance of the Agreement. The Special District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Property Appraiser where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon.

CONTRACT AGREEMENT

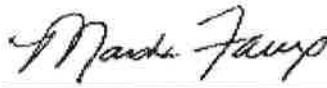
EXECUTED on the date first above written
By:

Special District Representative

Print name

Title

Marsha M. Faux, CFA, ASA
Polk County Property Appraiser
By:



Marsha M. Faux, Property Appraiser

**Holly Hill Road East
Community Development District**

Payment Authorization No. 101 – 104

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 101

12/13/2019

| Item No. | Vendor | Invoice Number | General Fund |
|-------------|---|-------------------|-----------------|
| 1 | Duke Energy Acct: 95745 35139 ; Service 11/06/2019 - 12/06/2019 | -- | \$ 837.91 |
| 2 | Egis Insurance Advisors Playground Equipment Insurance | 10292 | \$ 139.00 |
| TOTAL | | | \$ 976.91 |


Board Member

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

RECEIVED DEC 16 2019

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 102

12/20/2019

| Item No. | Vendor | Invoice Number | General Fund |
|----------|--|----------------|------------------------|
| 1 | City of Davenport Acct: 9534 ; Service 11/05/2019 - 12/04/2019 | -- | \$ 28.73 |
| 2 | Complete Pool Care January Pool Service | 13383 | \$ 1,525.00 |
| 3 | Duke Energy Acct: 42941 31323 ; Service 11/18/2019 - 12/18/2019 Acct: 66949 31127 ; Service 11/19/2019 - 12/19/2019 | -- -- | \$ 1,671.41 \$ 6.00 |
| 4 | Fuqua Janitorial Services December Office Cleaning | 7972 | \$ 765.00 |
| TOTAL | | | \$ 3,996.14 |


Board Member

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

RECEIVED DEC 24 2019

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 103

12/27/2019

| Item No. | Vendor | Invoice Number | General Fund |
|-------------|---|-------------------|-----------------|
| 1 | Hopping Green & Sams General Counsel Through 11/30/2019 | 111601 | \$ 2,571.82 |
| 2 | Navitas Playground Lease | -- | \$ 1,642.78 |
| 3 | PFM Group Consulting October Reimbursables | OE-EXP-00517 | \$ 76.50 |
| 4 | Wood & Associates Engineering Services Through 11/24/2019 | 468 | \$ 1,895.00 |

TOTAL \$ 6,186.10



Board Member

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

RECEIVED DEC 28 2019

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 104

1/3/2020

| Item No. | Vendor | Invoice Number | General Fund |
|--------------|---|-------------------|------------------|
| 1 | Duke Energy | | |
| | Acct: 31118 94380 ; Service 11/25/2019 - 12/27/2019 | -- | \$ 384.97 |
| | Acct: 65321 85118 ; Service 11/27/2019 - 12/30/2019 | -- | \$ 45.49 |
| 2 | Orkin | | |
| | Pest Control | 192676692 | \$ 48.15 |
| TOTAL | | | \$ 478.61 |

Board Member

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

**Holly Hill Road East
Community Development District**

Monthly Financials

(provided under separate cover)