

**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, **January 5, 2021** at 2:00 p.m. at 346 East Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk  
Patrick Marone  
Andrew Rhinehart  
Scott Shapiro *by phone*

Vice Chairwoman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also, present were:

Jill Burns  
Roy Van Wyk  
Clayton Smith  
Baron Hoffmeister

District Manager, GMS  
Hopping Green & Sams  
GMS  
GMS

*The following is a summary of the discussions and actions taken at the January 5, 2021 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 three members present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted there were no members of the public present and no comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Conveyance Documents  
for Common Areas of Citrus Reserve and  
Citrus Landing**

Mr. Van Wyk noted that an attorney's title of opinion has been requested and has not yet been received from the Developer's counsel. He doesn't anticipate any issues. Mr. Van Wyk asked the Board to transfer ownership of certain parcels within both Citrus Reserve and Citrus Landing.

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He asked for questions and asked for the Board to authorize acceptance of those parcels. He noted the District Manager had reviewed the parcels and could give additional information on the status.

Ms. Burns reported that Mr. Smith conducted a field report and there are some pending items. Mr. Smith noted some of the items that aren't completed and items that need to be fixed and improved.

Mr. Van Wyk asked the Board to take them separately and accept the parcels listed in Exhibit 'A' to the warranty deed for Citrus Reserve. He asked for a motion to accept and authorize execution of the documents.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, Accepting the Parcels in Citrus Reserve and Authorization for the Chairman to Execute the Documents, was approved.

Ms. Burns asked for a similar motion for the Citrus Landing documents. Mr. Van Wyk noted tracks A, B, C, D, E, G, H, and I together with listed roadways. He made note that the status of the improvements would carry over to Citrus Landing too. Mr. Van Wyk asked for a motion to accept the transfer of parcels and authorize execution of the documents to show the transfers.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, Acceptance of the Parcels in Citrus Landing and Authorization for the Chairman to Execute the Documents, was approved.

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

#### **Consideration of Lighting Proposal from Duke Energy for Citrus Reserve and Citrus Landing**

Ms. Burns noted the Duke Energy Lighting Proposal was included in the agenda package. There was a correction that the monthly payment will be \$328.23, not the one-time payment amount. Ms. Burns stated the accounting software doesn't allow for there to be a notation for payments to be made for 10 years. She stated it has been noted/flagged in multiple places, including the records server for 9 years down the road so that hopefully someone will recognize that there is one year left.

On MOTION by Mr. Marone, seconded by Ms. Schwenk, with all in favor, the Lighting Proposal from Duke Energy for Citrus Reserve, was approved.

Ms. Burns noted that the Citrus Landing proposal was emailed to her and she presented it. The monthly amount is \$433.09 per month for 43 poles.

On MOTION by Mr. Marone, seconded by Ms. Schwenk, with all in favor, the Lighting Proposal from Duke Energy for Citrus Landing, was approved.

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

#### **Consideration of Memorandum from Hopping, Green and Same Regarding E-Verify Requirements in 2021 – ADDED**

Mr. Van Wyk reviewed the memo. He stated the recent change in the Florida Statutes requiring that all public employers adopt and use the e-verify system. He requested that the method be set forth so that the district manager can complete, and the board can comply. He stated that the language also needed to be added to the contracts. He briefly described what is required. He noted Ms. Burns will be logging into the system and creating an account for the board. All future contracts will then include the language in page 2 under section 2 of the memo. He noted it doesn't apply to existing contracts or existing employees.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Authorizing the District Manager to Execute the E-Verify Documents, was approved.

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

#### **Staff Reports**

##### **A. Attorney**

Mr. Van Wyk had nothing further to report.

##### **B. Engineer**

There being none, the next item was followed.

##### **C. Field Manager's Report**

Mr. Smith reported that there was some general maintenance items that were carried out. They got 15mph signs in and landscape items are being worked on. He noted there are 7 dead

palms, and presented a quote for palm removal at the Amenity Center. Ms. Burns noted the total cost is \$1,509.75 for the removal. They discussed what may have happened to the palms, it doesn't look like it was caused by beetles, but there is uncertainty of what killed them.

Ms. Burns addressed that since it is cold right now the facility isn't getting that much use. They discussed scaling the maintenance back to three days per week until April when it gets warmer.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, the Removal of Dead Palms, was approved.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, Reducing Maintenance at the Amenity Center to three days per week, was approved.

**D. District Manager's Report**

**i. Summary of Series 2020 Requisition Ratifications**

**a. Series 2020 AA3 Requisitions Summary (#39 and #40; #42 and #43)**

Ms. Burns stated that they were looking for a motion to ratify all requisitions.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Series 2020 AA3 Requisitions Summary (#39, #40, #42, #43), were ratified.

**b. Series 2020 AA4 Requisitions Summary (#33 to #38)**

Ms. Burns stated that they were looking for a motion to ratify all requisitions.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Series 2020 AA4 Requisition Summary (#33 through #38), were ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Ms. Burns noted this meeting was scheduled to do the conveyance and this is not the regular meeting date. There is a meeting scheduled in 2 weeks on the 19<sup>th</sup>. It was decided to cancel the meeting and meet in February.

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**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman