

**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 Wednesday, **August 19, 2020** at 10:00 a.m. via Zoom Teleconference, pursuant to Executive Order 20-69, issued by Governor DeSantis, as amended and supplemented.

Present and constituting a quorum were:

Lauren Schwenk
Patrick Marone
Scott Shapiro

Vice Chairwoman
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Roy Van Wyk
Clayton Smith
Kevin Plenzler
Residents

District Manager, GMS
Hopping Green & Sams
GMS
PFM

The following is a summary of the discussions and actions taken at the August 19, 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 three members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted there were no members of the public presenting comments at this time.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the July 22, 2020
Board of Supervisors Meeting**

Ms. Burns presented the July 22, 2020 meeting minutes and asked for questions, comments, corrections, or on the minutes. The board had no changes.

On MOTION by Ms. Schwenk, seconded by Mr. Shapiro, with all in favor, the Minutes of the July 22, 2020 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2020-17
Designation of Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2021**

Ms. Burns noted that the Resolution was tabled from the previous meeting. After discussion with Mr. Van Wyk's office to line the meetings up with other Districts that they have, it was contemplated that they would move the meetings to the 3rd Tuesday at 3:30 p.m. She explained that it would move the meeting to immediately after Highland Meadows II, which meets at the Holiday Inn as well. In the event that the District would start having in person meetings again, they thought it would be best that they be lined up with Highland Meadows II. The Board had no changes to the meeting schedule.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, Resolution 2020-17 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2021, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Proposal from Hopping,
Green & Sams for Phase 4 Financing –
ADDED**

Ms. Burns stated that this proposal was for the bond issuance closing soon. She asked the Board for any questions on the proposal. Hearing none, she asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Shapiro, with all in favor, the Proposal from Hopping, Green & Sams for Phase 4 Financing, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Series 2020 Developer Agreements (Assessment Area 4)

A. True-Up Agreement

Ms. Burns explained that this would be an agreement where the Developer, if required, will make true-up payments related to Assessment Area 4. Mr. Van Wyk noted that the Board had seen the draft versions of all the agreements before, they just need to have them approved so they can be executed.

On MOTION by Ms. Schwenk, seconded by Mr. Shapiro, with all in favor, the True-Up Agreement, was approved.

B. Collateral Assignment Agreement

Ms. Burns asked if there were any questions or concerns. Hearing none, she asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Collateral Assignment Agreement, was approved.

C. Completion Agreement

Ms. Burns asked if there were any questions or concerns. The Board had no questions about the completion agreement.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Completion Agreement , was approved.

D. Acquisition Agreement

Ms. Burns asked if there were any questions or concerns. Hearing none, she asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Shapiro, with all in favor, the Acquisition Agreement , was approved.

E. Declaration of Consent

Ms. Burns asked if there were any questions or concerns, and hearing none, asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Declaration of Consent, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2020-21
Supplemental Assessment Resolution
(Series 2020, AA4 Project)**

Ms. Burns stated that the resolution sets forth the terms of the bonds issued by the District and applies the adopted Assessment Methodology to the scope of the project. She asked if there were any questions on the methodology. Hearing none, she asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Shapiro, with all in favor, Resolution 2020-21 Supplemental Assessment Resolution (Series 2020, AA4 Project), was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Proposals for Pool
Maintenance**

A. Robert's Pool Service

Ms. Burns explained that when they took it over last week, the previous District Manager passed along that they had not been happy with the current pool contractor for some time, and suggested that staff make a change. Mr. Smith also had issues with the condition of the pools. The total annual proposed amount from Robert's Pool Service came out to be \$18,600.

B. Resort Pool Services

Ms. Burns noted that the quote from Resort Pool Services totaled \$16,200. She added that they use this company at Highland Meadows II and have for several years and were happy with their service.

Mr. Shapiro asked how it compared to the contract that was in the budget. Ms. Burns responded that they have \$18,644 in the budget, making both quotes slightly under budget.

On MOTION by Ms. Schwenk, seconded by Ms. Shapiro, with all in favor, the Agreement with Resort Pool Services totaling \$16,200, and Authority to Terminate the Contract with the Current Pool Contractor, was approved.

Ms. Burns noted that after looking at the budget and contracts in place, she had concerns that the budget previously adopted was underfunded. She explained that the current Landscape and Maintenance Contract was \$42,792, and the amount of the budget is less than that. She also added that at the last meeting, the Board approved a \$25,000 Janitorial Contract for which there are no janitorial line items. Ms. Burns noted that the current contract is booked to maintenance and totals \$9,180. Currently there is only \$4,300 in the budget for that. There are several more items that are underfunded, including Cable TV and Internet line items, flower and plant replacement, pool and cabana expenses, etc. She pointed out that if they were underfunding the amenity portion, then with the agreement with North Boulevard, they were not paying their proportionate shares for the costs for the amenities either. She added that they are only being charged for what is listed in the budget.

Mr. Shapiro asked to clarify that the cleaning contract was \$25,000 per year, and Ms. Burns said that is what they approved at the last meeting. She explained a vendor that is doing daily cleaning at Highland Meadows II costs about \$1,400 a month. She noted that they could probably terminate the agreement and find a new vendor.

Mr. Shapiro asked if the budget was already approved, and Ms. Burns said that they did approve it and they certified the roll, so now they are tied into the per lot assessment amount. She noted that they could do a Deficit Funding Agreement or put together a more realistic budget and show what they are short. Ms. Burns just wanted to clarify that before they approve the contracts below that the Board was aware that they were over the amounts in the budget in most cases before they start putting agreements in place that they don't have funds for.

Mr. Shapiro added that all the agreements should be looked over if the budget was that far off, and somehow find a way to reduce those costs to get them in line for the budget for the next Fiscal Year.

Mr. Marone asked if there was an O&M cap that they were trying to stay on target with. He also suggested that now that Ms. Burns had all the documents, that she go through and look at where they can cut costs. He added that to the extent that there is a deficit, then they could look at the options from doing a type of agreement with the developer to cover costs that exceed the budget, or do a one-time Special Assessment mail-in and look into having Davenport take in their additional share of the costs for the cleaning and operation of the Amenity Facility.

Ms. Burns stated that they would go through and put together a budget based on the current contracts. Then they could get some quotes to lower those for the ones that we think can provide service for a lower cost and possibly present a revised budget that still works within the on-roll assessments to show what they would need to do to get new agreements put in place for the upcoming year.

NINTH ORDER OF BUSINESS

Consideration of Proposals for Landscape Maintenance

A. Prince & Sons, Inc.

Ms. Burns noted that they heard from the current vendor, Creative Associations. They will continue service through the end of the month, but Ms. Burns suggested looking for a new landscape provider going forward. The first quote was for Prince & Sons totaling \$55,884 annually and it includes any areas that are already under contract as well as the fertilization.

B. Yellowstone Landscaping

Ms. Burns stated the quote from Yellowstone was \$48,300 and it includes any areas that are already under contract as well as the fertilization.

C. Omegascapes

Ms. Burns stated that the quote from Omegascapes was \$67,176 and includes the same as the previous proposals.

Mr. Shapiro asked what the budget was for maintenance and Ms. Burns clarified that it was \$37,992. She noted that if the "Irrigation" line item that wasn't being used was pulled out, as well as fertilization and pest line items, that combined with the maintenance budget would be \$42,760, so the lowest bid would be \$6,000 over.

Ms. Schwenk asked if Yellowstone would cut the slope, and Ms. Burns clarified they would. She noted that each quote would have one contractor providing the service to the entire areas that are currently under contract.

Mr. Shapiro asked how much the current contract was, and Ms. Burns replied that it was at \$42,792 for both vendors for all areas. Mr. Shapiro asked if that contract was from CAS, and Ms. Burns clarified that it was a combination of CAS and Prince.

Mr. Shapiro asked if a quote was obtained from Floralawn because they had had a history of having lower quotes. Mr. Smith responded that he did not reach out to them specifically, but he noted that Yellowstone and Floralawn were usually comparable in price. He added that Yellowstone already had a contract with another property in the area. Mr. Smith also noted that Prince & Sons also maintained surrounding properties, but that their prices were typically higher than Yellowstone, and that Omegascape was the last company he reached out to.

Mr. Shapiro asked if Yellowstone was from Tampa, and Mr. Smith responded that it was not, and that it was a large company and had offices all over Florida. Mr. Shapiro stated that with the current budget, it would be smartest to go with the lowest bidder. All other members agreed as well.

On MOTION by Ms. Schwenk, seconded by Mr. Shapiro, with all in favor, the Proposal from Yellowstone for Landscape Maintenance, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated that he did not have anything further to report, other than the fact that they would be doing a pre-closing shortly and they would get the financing done within the week.

B. Engineer

There being none, the next item was followed.

C. Field Manager's Report

i. Consideration of Proposal from GMS to Install COVID-19 Informational Signs at Pool and Playground

Mr. Smith presented the field manager's report. He stated that the prior management company did not have any more keys, so they would have to order more before getting residents new keys. He stated that they would be getting training on how to set up and program the key cards for residents that do have key cards.

Mr. Smith noted that they would be getting COVID signage at the pool and playground similar to Highland Meadows II. That way the facilities can be reopened if the Board chooses to do so. He discussed other items including field inspections, and the fact that the pool was locked down due to a pump being down and COVID. He stated that during that time period, it had a lot

of need for landscape attention as well as maintenance items at some of the amenity areas. He added that he also needs to get keys to access all the rooms, which he would have by the end of the week. He noted that they would be working on a couple of site items as well, such as landscape improvements to the trail and other areas.

Mr. Smith provided a proposal with the intention to get the amenities fully open and accessible to all of the residents. He asked Ms. Burns to go into detail about the COVID signs going up as well.

Ms. Burns stated that the procedure in place is that the pool is open, the playground is closed, and residents need to sign a waiver in order to get their key access turned back on. She added that in most communities that they're managing, they have been installing signage that has a lot of the information that is on the waiver. It shows the capacity limits for the pool, so that is visible to all in the community. She noted that there was no signage for CDC guidelines or for COVID at the amenities at the current moment, so her suggestion would be to approve the quote for informational signage at the playground and pool so that they could both be opened and do away with the waiver system, activate everyone's key cards, and have all of the information they need on the signage at the entrances.

On MOTION by Ms. Schwenk, seconded by Mr. Shapiro, with all in favor, the Quote for Additional COVID Signage and Removal of the Resident Waiver after Install, was approved.

D. District Manager's Report

Ms. Burns clarified that they would reactivate resident cards for those who had already been issued one, and they had ordered more for the residents who needed them. She also added that as Mr. Smith had stated, they would be contacting Yellowstone for dead plant material, and that they would be looking at the budget to see what they could do in order to get those items done on the parameters.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

Ms. Burns asked if the audience had any comments or questions.

A resident commented that her and her husband lived on the back side of an easement, and they were concerned that their easement was only being mowed every other week. She asked because of the growing weeds and extra bugs if she would have to get treatment herself or if someone could take care of that. Ms. Burns clarified that a new landscape proposal was occurring September 1st that included weekly cutting and fertilization of all common areas. She noted that Mr. Smith would look at the area with existing vendors and see if it would need to be cut, but added that she would make sure it was taken care of going forward.

A resident asked if the current pool cards would still work, to which Ms. Burns replied that they would.

Ms. Schwenk asked that if there is an easement behind someone's home and someone puts up a fence and the easement is not able to be serviced, if the residents would come to the CDD and fill out a waiver. Ms. Burns responded that it would depend if the easement was on the home owner's property or if it was for maintenance or CDD common area. She noted that CDD common area could not be fenced, but that if it was their property there was a licensing agreement in place that stated they would have to allow access to the CDD for maintenance purposes to that area that the easement is over.

The resident clarified that both her and her neighbor did not have fencing on their property.

Another Resident asked for a status on the parking and speed limit signs.

Mr. Smith told Ms. Burns that a resident had expressed those concerns and that the current signs say 30 mph and they wanted the signs changed back to a 15-20 mph speed limit. He added that he was not sure where the management company was on that decision, and that he wasn't sure where the money for that would come from in the budget.

Mr. Marone interjected that the management company had said that the signs were already purchased and that they were just waiting for someone to install the signage.

Ms. Burns stated they would go back through the records and see what was approved and where the signs are, adding that installation fees are usually included in the purchase.

The resident also commented that the walkway to her pool is overgrown at times, and that there were also some maintenance issues where there are dog receptacles and they are out of alignment and not cleaned out or refilled with bags.

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Ms. Burns clarified Mr. Smith would straighten them out and would follow up with the vendor who was responsible for the cleanout and replacement of the bags. Mr. Smith added that it was addressed in the new contract with Yellowstone.

The resident also added that another receptacle and signage should be added from the pool to the walkway because residents don't pick up after their dogs in that distance.

Mr. Marone replied that the signage was supposed to be ordered already as well.

Ms. Burns stated they would look at the items and see what had been approved and do a follow-up.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman