

**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, **October 20, 2020** at 3:30 p.m. via Zoom Teleconference.

Present and constituting a quorum were:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairwoman
Patrick Marone	Assistant Secretary
Andrew Rhinehart	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	Hopping Green & Sams
Clayton Smith	GMS

*The following is a summary of the discussions and actions taken at the October 20, 2020 Holly Hill Road East Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 16, 2020 Board of Supervisors Meeting**

Ms. Burns presented the September 16, 2020 meeting minutes and asked for questions, comments, corrections, or concerns on the minutes. The Board had no changes.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the Minutes of the September 16, 2020 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Discussion Regarding Amenity  
Operations in Phase 3**

Ms. Burns noted that Florida has moved into Phase 3 which lifts some of the capacity limits in several areas like restaurants, bars, and movie theaters. Ms. Burns brought discussion back up to the Board for consideration to see if there was a want to make any changes to the existing capacity limits that are in place. The operation was currently at 50%.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, Lifting Capacity Restrictions, was approved.

**FIFTH ORDER OF BUSINESS**

**Selection of Auditor**

Ms. Burns reports that the committee met prior to the Board meeting and ranked McDirmit Davis #1, Grau & Associates #2, Berger Toombs #3, and CRI #4. She was looking for a motion to accept the rankings of the Audit Committee and authorize staff to send a notice of intent to award to McDirmit Davis.

On MOTION by Mr. Marone, seconded by Mr. Heath, with all in favor, Selection of McDirmit Davis as the #1 Auditor and Authorizing Staff to send a Notice of Intent to Award to McDirmit Davis, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

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

**B. Engineer**

There being none, the next item was followed.

**C. Field Manager's Report**

**i. Consideration of Quote for Parking Policy Signage**

Mr. Smith reported that there were some general maintenance items that were carried out. They had been preparing everything to be in compliance with the pool inspector and other amenity

related items. The landscaper pruned all the palm trees and trimmed up a few dead trees that will need to be removed. The pool pump went down and the new pool contractor fixed it. The new pool contractor also added a chemical pump that they use at other sites which was part of their contract.

Mr. Smith had two proposals to present to the Board regarding speed limit signs and parking policies. He reports that these issues had been discussed to a certain extent in the past. Towing policy signage; the same policy that is to be used at Highland Meadows II, which he presented an example of. There were three different sizes shown and the middle size is the one he chose. It designates that parking is authorized on the odd numbered side of the street and any parking on the even number side would be towed. There would be a need for three signs for all three entrances, totaling \$807.

Mr. Burns adds that the towing contract is in place, but they were asked to hold off any towing until the signage is in place. She did receive notification from PFM, the previous management company, that notice had been sent to all residents in May. Ms. Burns then asks if the Board would like to resend notice to residents about towing starting once signage is up. Mr. Heath agrees that another notice to residents was the right direction to go.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Parking Policy Signage Proposal for Three Signs, was approved.

**ii. Consideration of Quote to Change Speed Signs**

Mr. Smith continues with speed limit signs, replacing the old speed limit signs that say 30 mph with a new speed of 15 mph. They cost \$165 each, with a total cost of \$2,460 for twelve signs including installation. Mr. Heath asked if there was anyone on staff that had the ability to install the signs, since it costs \$40 per sign. Mr. Smith explained that the signs would need to be drilled into, so it is a little bit more complicated than just two bolts, but he would look into it.

Mr. Rhinehart mentioned another community having to use stickers to correct some of their road signage and wondered if that could be an option here. Mr. Smith said he would look into that option as well.

Ms. Burns suggested bringing a quote for sticker signs to the next meeting.

**D. District Manager's Report**

**i. Check Register**

Ms. Burns reported that the check register was included in the agenda package. The total amount is \$52,226.83 through October 13, 2020.

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

**ii. Balance Sheet and Income Statement**

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

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

**a. Series 2020 AA3 Requisitions Summary (#11 through #21; #24)**

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

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Series 2020 AA3 Requisitions Summary (#11 through #21; #24 , were ratified

**b. Series 2020 AA4 Requisitions Summary (#1 through #3)**

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

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Series 2020 AA4 Requisition Summary (#1 through #3), were ratified

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

October 20, 2020

Holly Hill Road East

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman