

**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, **August 17, 2021** at 3:30 p.m. at The Holiday Inn, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum were:

Adam Morgan
Brent Kewley
Ashley Baksh
Patrick Marone

Chairman
Vice Chairman
Vice Chairwoman
Assistant Secretary

Also, present were:

Jill Burns
Roy Van Wyk
Marshall Tindall
Tricia Adams

District Manager, GMS
KE Law Group
GMS Field Operations Manager
GMS

The following is a summary of the discussions and actions taken at the August 17, 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 four members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns asked if there were any comments from any members of the public, and hearing none, the next item followed.

THIRD ORDER OF BUSINESS

**Ratification of Joint Letter from Hopping,
Green & Sams and KE Law Group
Regarding District Counsel
Representation**

Ms. Burns stated that Mr. Morgan had signed off on this item outside of the meeting, and it only needed to be ratified by the Board.

On MOTION by Mr. Morgan, seconded by Mr., Kewley with all in favor, the Joint Letter from Hopping, Green & Sams and KE Law Group Regarding District Counsel Representation, was ratified.

FOURTH ORDER OF BUSINESS

**Consideration of Fee Agreement with KE
Law Group**

Ms. Burns stated that the fees were the same as the district's prior agreement with District counsel and asked for a motion to approve.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, the Fee Agreement with KE Law Group, was approved.

FIFTH ORDER OF BUSINESS

**Approval of Minutes of the June 15, 2021
Board of Supervisors Meeting**

Ms. Burns presented the June 15th, 2021 meeting minutes and asked for questions, comments, or corrections on the minutes. Hearing none,

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Minutes of the June 15, 2021 Board of Supervisors Meetings, were approved.

SIXTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of the Fiscal Year 2022 Budget

Ms. Burns stated that the public hearing had been advertised in the paper and asked for a motion to open the public hearing.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Opening of the Public Hearing, was approved.

Ms. Burns presented the budget, stating that there was not an increase proposed for the District so the O&M amount per lot was going to stay the same. She noted changes to the budget, including an increase to landscape maintenance due to the additional phases that were added, as well as additional funds that were allocated for landscape replacements and enhancements. She also noted that funds had been allocated for general repairs and maintenance. She explained that the overall budget amount was higher, but because Phases 3 and 4 had been platted they were able to account for all the increase without having to increase the overall assessment amounts to the platted lots.

Ms. Burns then asked if anyone had a public comment on the budget, and hearing none, asked for a motion to close the public hearing.

On MOTION by Mr. Kewley, seconded by Mr. Morgan, with all in favor, the Closing of the Public Hearing, was approved.

i. Consideration of Resolution 2021-06 Adoption of the District's Fiscal Year 2022 Budget and Appropriating Funds

Mr. Kewley asked why the playground line item was so high, and Ms. Burns explained that it was an annual 5-year lease for four different playgrounds. Hearing no other questions, Ms. Burns asked for a motion to approve.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Resolution 2021-06 Adoption of the District's Fiscal Year 2022 Budget and Appropriating Funds, were approved.

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

ii. Consideration of Resolution 2021-09 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated that the resolution levied the O&M Assessment of \$833.54 per the budget that was adopted as well as adopted the assessment roll that included the debt amounts. Hearing no questions, she asked for a motion to approve.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Resolution 2021-09 Imposing Special Assessments and Certifying an Assessment Roll, were approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-07 Designating a Date, Time, and Location for Fiscal Year 2022 Meetings

Ms. Burns stated that she had spoken to Mr. Morgan, and the date that worked best for him was the first Wednesday of the month at 11:30 a.m. at the current location. The Board agreed to the new meeting schedule, and Ms. Burns asked for a motion to approve.

On MOTION by Ms. Baksh, seconded by Mr. Morgan, with all in favor, Resolution 2021-07 Designating a Date, Time, and Location for Fiscal Year 2022 Meetings, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-08 Re-Designating Registered Agent for the District

Ms. Burns stated that the registered agent had previously been Mr. Van Wyk's office, but that Hopping Green & Sams updated it to name Ms. Burns's office in Orlando so that all state correspondents went directly to the District. She asked for any questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Resolution 2021-08 Re-Designating Registered Agent for the District, was approved.

NINTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2020 Audit Report

Ms. Burns stated that page 24 of the audit was a note to management that summarized the report, noting that there were no instances of non-compliance or findings, and adding that it had been submitted to the state. She asked for a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Fiscal Year 2020 Audit Report, was approved.

TENTH ORDER OF BUSINESS

Consideration of Proposal for Arbitrage Rebate Services from AMTEC – ADDED

Ms. Burns stated that the Trust Indenture required the District to have an arbitrage report done due to the District having to demonstrate that they do not earn more interest than they paid. She noted that they had taken over the District in December and realized that service was not being performed, so she presented the proposal for several series of bonds from over the years that needed to be completed as well. She added that regular fee was \$450 a year but that there was also an upfront cost for completing the previous years that had not been done. She noted that Series 2017 had a fee of \$1,350 to do 3 bond years of activity, Series 2021 and 2022 had fees of \$450 each, the Series 2018 had a fee of \$900 that included 2 years of bonds that were not done, as well as 3 additional years, and Series 2020 Assessment Area 3. She asked if there were any questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, the Proposal for Arbitrage Rebate Services from AMTEC, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item was followed.

B. Engineer

There being none, the next item was followed.

C. Field Manager's Report

Mr. Tindall presented the Field Manager's report, noting that they had completed cleaning up the trail, including graffiti that had been left on the fences.

i. Consideration of Proposals for Annual Mulch Refresh for Citrus Isles and Citrus Pointe

Mr. Smith reviewed his monthly report for the Board. He noted that they had fixed a large issue concerning the flow of the pool, and that they had completed the sidewalk review within Citrus Isle. He also noted that there was a tract that he was working with the builder on that was slated for future expansion, and that there were rust stains that were removed from the entry signs

at Citrus Point that were also pressure washed. He continued on to discuss the amenities, including that the pool had gone down briefly due to a bad impeller, and also noted that there were landscape proposals that he would present.

Mr. Smith noted that Prince & Sons had come out cheaper by \$1 per cubic yard on their mulch proposal and recommended that the Board push forward with the proposal. He noted that the total for the 75 yards to cover Isles and Pointe was \$3,187.50.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Proposal from Prince & Sons for the Mulch Application for Citrus Isles and Citrus Pointe, was approved.

ii. Consideration of Proposal for 2 Additional Benches in Dog Park

The Board decided to table this item to a later meeting at the start of the next fiscal year starting October 1st.

iii. Consideration of Proposals for Pool ADA Chair Lift Repair or Replacement

The Board decided to table this item to a later meeting at the start of the next fiscal year starting October 1st. Mr. Tindall explained the proposal to the Board, and Mr. Belshe asked why they had to be replaced. Ms. Burns responded that kids had played on them and had been too rough, so they were broken.

iv. Consideration of Proposal for Entry Planter Refresh for Citrus Isles and Citrus Pointe

Mr. Smith noted that the two locations together were \$2,913 and noted that if he had to choose between the two, he recommended Citrus Isles be completed first.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Proposal for Entry Planter Refresh for Citrus Isles and Citrus Pointe, was approved.

v. Consideration of Proposal from Prince & Sons for Amenity Refresh (Sabal Palms Replacement and Plant Refresh)

The Board decided to table this item to a later meeting at the start of the next fiscal year starting October 1st.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register, and the Board had no questions.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, the Check Register, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated the financials were in the packet for review and asked for any questions. There were none.

iii. Ratification of Funding Requests

a) Series 2020-1 #1 and #3 - #5

b) Series 2020-2 #1 to #9

Ms. Burns presented the Funding requests, noting that they had already been approved. She asked for a motion to ratify.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Funding Requests Series 2020-1 #1 and #3 - #5 and Series 2020-2 #1 to #9, was approved.

TWELTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Burns asked if any members of the public had any comments, and one resident named Darlene Nagi did. She stated she lived at 732 Citrus Drive, and she asked if they had a timeframe on when the roads would be cleaned up as well as the piping that was sticking out of the ground on Citrus Isle Boulevard, and Mr. Tindall noted that he would follow up with her. She also noted that she had talked to Mr. Tindall earlier in the day regarding the back easement where she was bit a recluse spider and added that her deed specified that it was not her duty to maintain it because it was not her property, so it needed to be maintained by someone else. Ms. Burns replied that they had looked at the lot and it was part of her property, but that there was a utility easement for the

August 17, 2021

Holly Hill Road East

district on there in case the fence needed to be repaired, so it was her responsibility to maintain it. Ms. Nagy noted that the sand that had been put down to even out spots on the easement had started to sink in and made the area impossible to mow and asked for suggestions. Ms. Burns replied that she would have to go through the HOA to get any landscape approvals. She also asked if they could look and see if there were any holes dug in the dog park that needed to be filled, and Ms. Burns replied that she would have it checked. She also expressed concern about people swimming in the pool in Citrus Pointe that were bring food into the pool and eating. Ms. Burns replied that they did not have the budget to hire a security guard full-time, and the companies that were available required that they be hired full-time.

FOURTEENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman