

**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, **December 1, 2021** at 11:30 a.m. at The Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum were:

Adam Morgan	Chairman
Brent Kewley	Vice Chairman
Ashley Baksh	Assistant Secretary
Patrick Marone	Assistant Secretary
Justin Frye	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	District Counsel, KE Law Group
Clayton Smith <i>via Zoom</i>	Field Operations Manager, GMS
Marshall Tindall <i>via Zoom</i>	Assistant Field Operations Manager, GMS

The following is a summary of the discussions and actions taken at the December 1, 2021 Holly Hill Road East Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order. There were five members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Elected Board Members (Ashley Baksh, Brent Kewley and Justin Frye)

Ms. Adams gave the oath of office to Ms. Baksh, Mr. Kewley, and Mr. Frye as a result of the Landowner's election.

B. Consideration of Resolution 2022-02 Canvassing and Certifying the Results of the Landowners' Election

Ms. Adams 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 Ms. Baksh with all in favor, Resolution 2022-02 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

The Board elected Adam Morgan as Chairman, Brent Kewley as Vice Chairman, with all other Board members and Ms. Adams as Assistant Secretary and Ms. Burns as Secretary.

D. Consideration of Resolution 2022-03 Electing Officers

Ms. Adams asked for a motion to approve the resolution.

On MOTION by Mr. Morgan, seconded by Mr., Kewley with all in favor, Resolution 2022-03 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the August 17, 2021 Board of Supervisors Meeting and the November 16, 2021 Landowner's Meeting

Ms. Adams presented the August 17th, 2021 and November 16th, 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 August 17, 2021 Board of Supervisors Meeting and the November 16, 2021 Landowners Meetings, were approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-04
Waiving a Portion of the Rules of
Procedure Regarding Notice of District
Meetings**

Mr. Wyk presented the resolution to the Board, noting that the District was currently required to advertise each meeting monthly. He added that the resolution would take away a portion of those rules to allow them to just do the annual publication as well as publish the notice of meeting electronically on the District's website. Ms. Adams asked for a motion to approve.

On MOTION by Mr. Kewley, seconded by Mr. Morgan, with all in favor, Resolution 2022-04 Waiving a Portion of the Rules of Procedure Regarding Notice of District Meetings, was approved.

SIXTH ORDER OF BUSINESS

Presentation of Notice of Towing Claim

Ms. Adams stated that there was information that was given to Board members under separate cover from District counsel regarding a resident who was in active litigation with the towing company.

Mr. Wyk added that they just wanted to let the Board know that there was an active claim for damage to a car during towing, noting that the District had not been brought in to be involved in litigation at the current time.

SEVENTH ORDER OF BUSINESS

**Consideration of Audit Services
Engagement Letter for Fiscal Year 2021
Audit Services**

Ms. Adams stated that the letter was included in the agenda packet, noting that an annual independent audit was required by the state for special districts. She noted that they must be filed by the end of June each year, and that the Board had appointed themselves as the Audit Committee and made the selection for the audit with the current firm for a multi-year audit service.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2021 Audit Services, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Arbitrage Rebate Reports

- A. Series 2017**
- B. Series 2018**
- C. Series 2020, AA3**
- D. Series 2020, AA4**

Ms. Adams stated that it is an IRS requirement to prove that public financed bonds are not earning more in interest than what they are paying, noting that this has not been an issue for the District. She noted that every five years they are required to do these reports but the cost is the same if done annually as well, therefore they do it once a year.

On MOTION by Mr. Kewley, seconded by Mr. Morgan, with all in favor, the Arbitrage Rebate Reports, were approved.

NINTH ORDER OF BUSINESS

Consideration of Dissemination Agent Services – ADDED

Ms. Adams stated that Lerner had been the previous dissemination agent, however there is a new structure with disclosure agreements and suggested that it would be better to terminate Lerner Reporting Services and hire GMS instead, noting it would be the same fee.

On MOTION by Mr. Kewley, seconded by Mr. Morgan, with all in favor, the Termination of Lerner and the Hiring of GMS as Dissemination Agent for \$6,500 Annually, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

- A. Attorney**
 - i. Memorandum Regarding Wastewater Services and Stormwater Management Needs Analysis**

Mr. Wyk noted that the memo set forth the requirements that they would have to comply with by June of 2022, noting that they would only need to have the Stormwater portion, as they had no wastewater. He added that the District Engineer was already familiar with the requirements and that they should be getting a work order soon to compile the report.

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 the landscaping at the entrances of Citrus Pointe and Citrus Isles, as well as the replacement of signs and nut, bolts, and brackets from the playground equipment.

i. Consideration of Proposal for Sidewalk Repairs at Citrus Pointe

Mr. Smith presented the proposal to the Board which had the areas being repaired shown on the map provided. The repairs included 6 areas that needed to be grinded as they had trip hazards, as well as 7 sidewalk panels in Citrus Pointe that were either cracked or broken that needed to be replaced. The cost totaled \$2,700.34, and Ms. Adams noted that the District had \$15,000 for Amenity Repairs and Maintenance.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, the Proposal for Sidewalk Repairs at Citrus Pointe, was approved.

ii. Consideration of Proposal for curb painting along Bergamot Loop

There was no action from the Board, but it was decided that field staff would monitor.

D. District Manager's Report

i. Approval of Check Register

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

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

December 1, 2021

Holly Hill Road East

TWELTH ORDER OF BUSINESS

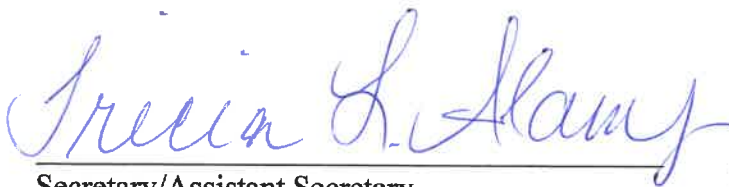
**Supervisors Requests and Audience
Comments**

Ms. Adams asked if any members of the public had any comments, and hearing none the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman