

**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, **February 2, 2022** 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 <i>joined late</i>	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
Meredith Hammock	KE Law
Andy Hatton	Field Staff, GMS
Marshall Tindall	Assistant Field Operations Manager, GMS

The following is a summary of the discussions and actions taken at the February 2, 2022 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 four members present constituting a quorum. Mr. Morgan joined the meeting late.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams stated that there were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

Approval of Minutes of the December 1, 2021 Board of Supervisors Meeting

Ms. Adams presented the minutes of the December 1, 2021 meeting and asked for questions, comments, or corrections on the minutes. Hearing none, there was a motion of approval.

On MOTION by Mr. Kewley seconded by Mr. Frye, with all in favor, the Minutes of the December 1, 2021 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Ratification of Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Adams noted that state law allows for certain classifications of citizens to have confidential and exempt public records. This agreement with Polk County ensures that the District is going to keep the information confidential. The agreement has been signed and they are looking for a motion to ratify.

On MOTION by Mr. Kewley, seconded by Mr. Frye, with all in favor, the Data Sharing Usage Agreement with Polk County Property Appraiser, was ratified.

FIFTH ORDER OF BUSINESS

Ratification of Non-Ad Valorem Contract Agreement with Polk County Property Appraiser

Ms. Adams stated that this is the administration fee that is assessed by the Polk County Property Appraiser to put the CDD fees on the tax bills. Ms. Adams is seeking a motion to ratify as this was already signed.

On MOTION by Mr. Kewley, seconded by Mr. Frye, with all in favor, the Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was ratified.

SIXTH ORDER OF BUSINESS

Discussion of Parking Rules for Citrus Reserve and Citrus Landing

Ms. Adams began the Board discussion for the parking rules. The new sections of the District have not yet had parking rules established and in order to establish them they need to have

a rule hearing to amend the existing parking rules. The rule hearing requires a published legal notice. Ms. Adams suggested setting a rule hearing for the May meeting to meet the requirements of noticing. The Board agreed with holding the hearing in May and staff will carry out the requirements of noticing. The parking rules hearing will be held Wednesday, May 4, 2022.

On MOTION by Ms. Baksh, seconded by Mr. Kewley, with all in favor, Setting the Parking Rules Hearing for May 4, 2022, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of SwimKids USA – Central Florida Swim Lessons at Community Pool

Ms. Adams noted that SwimKids USA is a known organization in Florida that provides swim safety lessons and swim skill lessons for children. If the Board wants to consider offering lessons through SwimKids, the vendor takes care of the management of the program while the District would be providing the pool. There would be an agreement in place to protect the District from any liability issues such as a licensing agreement that District counsel would work on if the Board approves the concept. This agreement would allow members outside of the community to use this program through SwimKids as well as members from the District. Having it as a limited agreement through the summer months is the suggestion of staff with the caveat of having a termination clause if there dissatisfaction with the program. The Board would like to also look at the option of a fee sharing agreement or the cost of charging to use the pool.

On MOTION by Mr. Kewley, seconded by Ms. Baksh, with all in favor, Directing Staff to Bring Back a form of Agreement with SwimKids USA for Consideration at the next Board Meeting, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal for Stormwater Needs Analysis

Ms. Adams stated that there is a proposal included in the agenda packet. This District has used Wood & Associates Engineering as the District engineer in the past. Since there have been significant staffing changes at Wood Associates Engineering, some Districts have been considering moving in a different direction. Ms. Adams asked the Board if there was any discussion regarding the overall District engineering services before the stormwater needs analysis

report is addressed. Mr. Frye made a motion to direct staff to send out an RFQ for engineering services for the District with the intention of awarding that contract at the next Board of Supervisors meeting.

On MOTION by Mr. Frye, Seconded by Mr. Kewley, with all in favor, Directing Staff to send out an RFQ for Engineering Services, was approved.

They will defer the stormwater needs analysis proposal until the District engineering services is settled. The District is required to submit the report to the county by June 30, 2022, so there is still some time on this matter.

NINTH ORDER OF BUSINESS

Consideration of Replacement Dog Bag Station

Mr. Tindall presented the proposal to the Board that was brought to the attention of staff by a landscaper. There are four dog stations along the trail between Citrus Isles and Citrus Point. The type of dispenser was allowing a large inventory of waste bags to be removed from the stations. It's not a big issue, but staff wanted to bring it to the Board's attention. The Board discussed the different options and decided to approve the \$230 invoice to address the issue.

On MOTION by Mr. Frye, seconded by Mr. Kewley, with all in favor, the Proposal for the Dog Bag Station Replacement, was approved.

TENTH ORDER OF BUSINESS

Consideration of Proposal for Washout Repairs in Citrus Isles

Mr. Tindall presented the proposals to the Board that were given under separate cover. There is a section in Citrus Isles of washout that has been there for a little while. He believes that GMS can do it for a better price than the proposals he collected from the other vendors. Ms. Adams added that under operations and maintenance field expenses they have \$15,000 budgeted for general repairs and maintenance and as of the end of December they had only spent \$3,000 leaving an adequate amount of funding for a project like this.

On MOTION by Mr. Marone, seconded by Mr. Frye, with all in favor, the Proposal from GMS for Washout Repairs in Citrus Isles, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing to report for the Board.

B. Engineer

There being none, the next item was followed.

C. Field Manager's Report

Mr. Tindall presented the Field Manager's report that can be found in the agenda packet. He gave a brief overview for the Board and asked if they had any concerns for him. There being none, the next item followed.

**Adam Morgan joined the meeting at this time, and all future Board action includes his participation.*

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register from November 29, 2021 to January 25, 2022 totaling \$560,179.84, 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 noted the Board can see the prorated budget compared to the actual expenditures for the operation of the District and the administrative section. She reported that the District is currently running under expense of \$15,000 in the administrative section and for operations and field expenses the District is running under budget by \$34,000. This item was for informational purposes and does not require Board action.

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TWELTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item followed.

FOURTEENTH 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