

**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, **April 6, 2022** at 11:38 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
Rob Bonin	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, KE Law
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Management, GMS

*The following is a summary of the discussions and actions taken at the April 6, 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.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams stated that there were no members of the public present for the meeting or by Zoom. Ms. Adams closed the public comment period.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Resolution 2022-05 Electing Officers**

Ms. Adams stated that this resolution is a result of having a new Board member appointed. This is Supervisor Bonin's second meeting. He has been sworn in and is fully prepared to participate in all Board action today. She noted that as a result of having an appointment to the Board, they are required to have an election of officers. She stated that Board members may want to consider keeping their existing slate of officers. She noted that right now they have Mr. Morgan serving as Chairman and Mr. Kewley serving as Vice Chairman. Other Board members serve as Assistant Secretary, so they can appoint Supervisor Bonin as Assistant Secretary. She stated that if the Board wants to reconsider other officers, they can do that. Mr. Morgan stated that they would keep it as is.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Appointing Rob Bonin as Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the March 2, 2022  
Board of Supervisors Meeting**

Ms. Adams presented the minutes of the March 2, 2022 meeting and she stated that a draft of the minutes has been included in the agenda packet. She noted that these meeting minutes have been reviewed by District staff and District counsel. She asked for questions, comments, or corrections to the minutes. The Board had no changes to the minutes.

On MOTION by Mr. Morgan seconded by Ms. Baksh, with all in favor, the Minutes of the March 2, 2022 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal for Stormwater  
Needs Analysis Report**

Mr. Malave stated that they will be submitting a work order to take care of this fiscal year and that will be presented at the next Board meeting. Mr. Morgan asked if they had been made aware of the stormwater plan that they must do and if that was on the agenda. Mr. Malave answered yes. Ms. Adams referred Mr. Malave and the Board members to the agenda packet on page 14 of the PDF. She stated that the proposal is time-sensitive is because of the new law that requires Community Development Districts to submit this report on the stormwater needs analysis to the

county by June 30<sup>th</sup>. She noted that they were hoping to get a draft to the Board either at the May meeting or June meeting. She asked Mr. Malave if he had a chance to reference the proposal that Dewberry prepared. Mr. Malave stated that yes, they are doing ballpark numbers on it and being very efficient. He noted that they are providing only the required information to the State because it will be filed with the County and will be sent to Tallahassee and nobody will look at them again for five years. He stated that they are doing the minimum efforts of what is required. He stated that it will probably cost a lot less than they quoted. He stated that they will not spend all the money.

Ms. Adams referred to page 2 of the proposal where the initial estimate was \$12,000. She asked Mr. Malave if he was billing actual time and materials and if it is likely to come in much less. Mr. Malave stated yes that it is probably going to be half of that and that it will not go past \$7,000 or \$8,000. He stated that it is tricky because there are three different parcels next to each other that have components of the CDD, so it takes a little more effort. He noted that it will not be a big deal. He also stated that the ponds are in good shape. Ms. Adams asked for any further discussion and heard none.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Work Authorization for Engineering Services for Preparation of the Stormwater Needs Analysis Report, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Work Authorization and Fee Schedule for Engineering Services**

Ms. Adams stated that at last month's Board meeting, Board members approved the proposal that was submitted by Dewberry Engineering and directed staff to negotiate an agreement. She noted that District counsel has worked on the professional engineering agreement.

Ms. Hammock stated that it is the standard agreement for those who are familiar with the engineering agreements. Ms. Adams stated that included with the engineering agreement, there is an attachment 'A', the fee schedule, which is on par with engineering services with Community Development Districts in central Florida. She stated that they do have Rey Malave attending today's meeting via Zoom. Mr. Malave stated that this is their agreement, and they agree with it. He noted he was delighted to be a part of the District. Ms. Adams asked if there was any further discussion and hearing none,

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Work Authorization and Fee Schedule for Engineering Services, were approved.

**SEVENTH ORDER OF BUSINESS**

**Approval of Resolution 2022-06  
Authorizing the Use of Electronic  
Documents and Signatures**

Ms. Adams stated that this resolution has been prepared by District counsel and Ms. Hammock will present this. Ms. Hammock stated that this does provide the District with flexibility to use electronic documents and signatures when that is an option. She noted that there will still be some requirements for actual signatures on bond documents, etc. She stated that when they can, they would like to be able to utilize electronic documents and signatures. Ms. Adams asked for any further discussion and heard none.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Resolution 2022-06 Authorizing the Use of Electronic Documents and Signatures, was approved.

**EIGHTH ORDER OF BUSINESS**

**Presentation of Proposed Parking Maps  
for Citrus Reserve and Citrus Landing**

Ms. Adams stated that Holly Hill Road East has four different neighborhood communities. Two of those community neighborhoods that were developed earlier have already adopted parking rules. She stated that the District adopted parking rules that sequesters parking to one side of the street to allow for safe clearance of emergency vehicles and the free flow of traffic. She noted that the two newer neighborhoods, Citrus Reserve and Citrus Landing, have not yet had parking rules adopted by identifying where parking is permitted and where parking is not permitted. Previously, the District approved the public hearing to be held in conjunction with the May Board meeting. She stated that next month when they come back, they will have the proposed amended parking rules and public hearing for the parking rules. Board members will have ample time to consider and discuss the parking rules.

Ms. Adams noted that they thought it prudent to give Board members a sneak peek of the parking maps. They were prepared by field management staff. Ms. Adams stated that Mr. Tindall put the maps together. She noted that they would also circulate the maps to the District Engineer in case the District Engineer has any comments, modifications or ability to put these in the same

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format of the other maps which are currently adopted. She stated that the maps are for Board members to review in case there are any comments on the tow away zones or any overall comments on the parking maps and parking rules in general.

Mr. Morgan asked if Mr. Bonin if he knew these are in the sales docs because the backlash they have had from the other neighbor communities where they enforce parking rules, the residents claim they weren't informed of the parking when they bought their home. He asked if these were in their closing docs. Mr. Morgan stated that they will check with Michelle to make sure that people know when they buy a house, they can't park in front of it.

Mr. Kewley asked if they have any associated budget estimates for the signage. Ms. Adams stated that they do not have a proposal for the signage yet. She noted that what's different in this community is the tow away zone signage which is installed only at community entrances. She noted that Board members might be familiar other Districts with is where no parking signs installed at certain intervals along the street. At Holly Hill Road East, the signage is installed at the community entrance only. She stated they will bring back an example of the signage. She noted that the signage is often a significant budget consideration. In this case, the towing agreement will be amended and the current towing provider, S&S Towing, will provide the signage. She stated they will coordinate on installation with Field Management staff, but there is not an expenditure for this District. Mr. Malave stated that the signage requirement is that your supposed to have the name of the company and their phone number so people can go find their cars.

Ms. Adams stated that these are a draft of the maps. She referred to the maps and stated that the red lines show the tow away zones and that those are consistent with the other Holly Hill Road East CDD neighborhoods. She noted that they will circulate this to Mr. Malave in case he sees anything else that needs to be considered. She stated that they will see these maps again next month when they are amending the parking rules. She stated that this is for discussion and if there are any Board member comments or input, they wanted to get ahead of that.

Mr. Kewley asked for consideration could everyone have a valid parking spot. Ms. Adams stated that Mr. Tindall has front line interaction with residents in this neighborhood. She stated that she has noticed that residents are more frustrated with the lack of parking controls than when the parking controls are in place. She noted that once the parking controls are in place and they understand they need to utilize their garages, their driveways and their allowable parking spaces on the street. She noted that there doesn't seem to be too many issues about people reporting not

having ability to find appropriate parking. Mr. Kewley stated that he was asking if they are in line with the approved subplans of the parking. Mr. Kewley stated that they wouldn't want to put an artificial constraint, which would limit the legally allowed or required parking. Ms. Adams stated that in this case, they have already had the benefit of having those other neighborhoods to test through the program. She noted that they did have concern before parking rules were implemented because there were times that cars were parked on both sides of the street, and it didn't provide ample clearance for emergency vehicles or the free flow of traffic. She stated that by sequestering it to one side, it allows for the free flow of traffic, emergency vehicle access and ample guest parking. She noted that they feel that this is a good plan and it's in keeping with the other neighborhoods at Holly Hill Road East. She stated that there are consistencies that may aid in resident understanding of Parking Rules.

Ms. Adams stated that they have had residents in these neighborhoods also request parking rules. She noted that they have to be careful because they don't want to do it too soon while there is a lot of active construction, but they also don't want to have residents to get accustomed to parking irregularly and then enforce the parking rules that are implemented. She stated that one advantage with this neighborhood is that because the no parking signs are not installed at intervals on the street, they don't have to worry so much about construction vehicles damaging the signs. Ms. Adams asked for any more questions about the parking rules or background on tow away zones and heard none. She stated that once the Board goes through the public hearing process, then the parking rules are amended. She stated that they will also have to amend the current towing agreement with S&S.

#### **NINTH ORDER OF BUSINESS**

#### **Approval of Individual Swim Lessons at District Facilities – ADDED**

Ms. Adams stated that they recently approved group swimming lessons at Holly Hill Road East and those lessons will be starting throughout the summer months. They are scheduled at times to not interfere with peak pool use. She noted that they have had a resident who has approached the District and requested individual swim lessons for her children. Ms. Adams stated that this resident is citing that she is in a special circumstance where her children do not do well in group activities, and she is requesting to use the pool for 45 minutes for a period of about 8 weeks. She noted that the resident proposed that it would be twice a week. Ms. Adams stated that they have sent her a copy of the form of agreement that was used for the group swim lessons that was

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approved. She stated that they have advised that should the Board members approve individual swim lessons, that professional service provider would be subject to the same agreement, which waives the District of indemnification and allows for approval of the schedule, etc. She stated that there are safeguards in place and there would be a discreet amount of staff time for District Counsel to approve the final form of the agreement.

Mr. Morgan stated he doesn't see any problem with it as long as the Board is protected with the formal agreement. Ms. Adams stated that was in response to her initial communication with her that the District would want to be completely protected in this situation from any liability and that there would be some concern about the hours. She stated that the resident was trying to proactively address those. She stated that after this message, she had received the form of the agreement, which she circulated back to the service provider that she is proposing.

Mr. Kewley suggested that they put a time stamp on it. Ms. Adams stated that this would be limited to the time specified, twice a week 9:00 a.m. to 9:45 a.m. for 8 weeks. Mr. Kewley asked if she was requesting access to a specific part of the pool or just in general for liability purposes. Ms. Adams stated that she initially sent the resident the amenity policies and in the amenity policies, it clear states that any swim lessons or other organized program must be approved by the District. She stated that the resident is formally requesting that as a result of the current policies.

Ms. Baksh noted that because this is an individual requesting individual lessons for their children specifically, they may have other residents hear of this and set a precedent for this. She noted that if the Board does decide to proceed with this and they are successful in negotiating an agreement with the vendor, there is a potential for similar requests. Ms. Adams stated that the District has the discretion to approve each agreement on a case-by-case bases. If there are any issues, the Boards does not have to approve any future requests. Mr. Morgan asked how many different communities use this one pool. Ms. Adams responded that Holly Hill Road East has the four Citrus neighborhoods within it and then there is a reciprocal amenity use District called North Boulevard. Mr. Morgan stated that there are 5 or 6 communities that use this pool. Ms. Adams stated that yes, the other District that has reciprocal amenity use, they also contribute to the funding of the maintenance of the amenities. Ms. Adams stated that they can consider this a test. She stated that if there are any issues, they are not compelled to consider future individual swim lessons. She noted that it would be managed by District management staff.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Approval of Individual Swim Lessons, was approved subject to preparation of agreement.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock had nothing to report for the Board.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager's Report**

Mr. Tindall stated that the weekly mowing should be starting now. Previously during the off season, it was every other week. Flax lilies at the entrances were all trimmed. Proposal that was approved previously to replace one of the dog bins on the trail was done. That was changed out and no further complaints. In Citrus Isle, there was an area that had some raised pipes in the sidewalk, that has been fixed by the city. Playgrounds were inspected and everything looks good.

The biggest issue was that the pool was shut down for a day. The motor had to be replaced on the pool and the contactor. He stated that is about \$3,300. He noted that with that in mind, the pool vendor also included a note that in the future the drive of the systems is going to be phased out. He stated that they are going to try and budget for a variable drive system. It should give a prolonged life of the motor among other things. For example, it will reduce electric cost, be a better filtration on that system as it allows it to dial the system into the needs of the pool better as opposed to simply being at full compacity or off since those pumps are usually oversized and waste energy, which is hard on the system overtime. Mr. Morgan asked if that would fall into place when they normally replace the pump. Mr. Tindall stated that is the idea and with this one it's dead and the motor was replaced, and everything is still being made but it's being phased out, so by the next time it is usually every couple of years. He noted that if something goes wrong with that and it must be replaced, then they would be looking at a new drive.

Mr. Tindall stated that they are a little behind on the washout repairs because of the weather and the maintenance team is wrapped up on another job. He stated that materials are in and that they are just waiting to coordinate. Mr. Morgan asked what is causing the wash out. Mr. Tindall



answered that it is an area that didn't take well as the slopes are a little rough. He noted that it may have been that when the sod was put down originally, it didn't get a chance to get established well. Mr. Morgan asked if it was the washout that they are fixing. Mr. Tindall stated that yes, it is an old washout that they are fixing and is approved for their staff to take care of. Mr. Morgan asked if it was getting deeper or just existing. Mr. Tindall stated no, it has been that way for a year and a half. He stated that the residents were very concerned at some point because they noticed it there and thought it was a sink hole. He noted that it was not a sink hole. Mr. Tindall noted that he is going to get a proposal for the sidewalk. He stated that it must be rerouted around the stop sign. He noted that there is also a valve there, so it will take a little longer to get that proposal.

#### **D. District Manager's Report**

##### **i. Approval of Check Register**

Ms. Adams presented the check register from February 20, 2022 to March 30, 2022 totaling \$278,122.61. She noted that they would see that large check for \$242,000 was to transfer funds receipts from the tax revenues over to the debt service accounts to make bond interest and principal payments. Mr. Morgan asked if their tax revenues are in line with what they are having to pay. Ms. Adams answered that yes, the tax revenues are coming in in a timely fashion and they are retaining the portion of that for O&M and the portion that goes to pay back bond debt is transmitted to the trustee, and they administer those debt service accounts. Mr. Morgan stated that he knows at some of the smaller communities, they have trouble collecting the taxes. Ms. Adams stated that when they look at the financials, they will see that the collections are looking good. She noted that it seems residents are interested in paying their tax bill on time. She stated that property owners have until March 31<sup>st</sup> to pay and if any bill is not paid by June, the tax collector puts tax certificates up for sale. She stated she anticipated maybe being more than fully collected because they factor in the collection fee and the early payment discount. There was a motion of approval.

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 that the financials start on page 44 of the PDF. She referred to the combined balance sheet stating that it shows their general fund balance and the amount that have

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been transmitted over to debt service funds for their Series 2017, 2018, 2020, A3 and A4 bond issuances. She referred to the pages in the PDF that show their spending to date relative to their adopted budget. She noted that this District has been doing a great job controlling expenses. She referred to page 2 of the financials stating that as of the end of February, they have collected \$449,193. She stated that they are in a high percentage of the collection that has been budgeted for the year. She noted that the intergovernmental revenue is the reciprocal funding for the amenity sharing. Ms. Adams stated that at the next meeting in May, they will have their proposed budget, so if Board members have any areas of concern that they want to be addressed from a budget perspective, the sooner they get notes on that the better.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

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**THIRTEENTH 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