

**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, **July 6, 2022** at 11:32 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 <i>by Zoom, joined late in person</i>	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	KE Law
Marshall Tindall	Assistant Field Management, GMS
Molly Banfield	District Engineer, Dewberry
Jeremy LeBrun	GMS

The following is a summary of the discussions and actions taken at the July 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 three Board 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 attending by Zoom. Ms. Adams closed the public comment period.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Justin Frye

Ms. Adams stated that there was a resignation from Justin Frye.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Accepting the Resignation of Justin Frye, was approved.

B. Appointment of Individual to Fulfill Board Vacancy

Ms. Adams stated that they would defer the appointment to fulfill the Board vacancy to a future meeting.

C. Administration of Oath of Office to Newly Appointed Board Member

D. Consideration of Resolution 2022-09 Electing Officers

Ms. Adams noted that items C and D would be deferred to a future meeting.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the May 4, 2022
Board of Supervisors Meeting**

Ms. Adams presented the minutes of the May 4, 2022 Board of Supervisors meeting to the Board. She noted that the meeting minutes had been reviewed by District management staff as well as by District counsel. She stated that she would be happy to take any comments or corrections from Board members.

On MOTION by Mr. Morgan seconded by Ms. Baksh, with all in favor, the Minutes of the May 4, 2022 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

**Review and Acceptance of Stormwater
Needs Analysis Report**

Ms. Adams stated that there was a new state law that went into effect that required the Community Development District to do a 20-year stormwater and wastewater needs analysis report. She stated that the Board directed the District engineer to prepare the report. She noted that the report had been prepared and filed with Polk County per the statutory guidelines. She noted that included in their agenda package was a copy of the report. She stated that the report started on page 17 of the agenda package, and it walked through the required quantifiable information and

tables. She stated that those tables were going to be aggregated by Polk County and forwarded to the state of Florida.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Accepting the Stormwater Needs Analysis Report, was approved.

SIXTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2021 Audit Report

Ms. Adams stated that this was another statutory requirement. She noted that the community development Districts were required to do an annual independent audit, and this was for the fiscal year that ended September 30th, 2021. She noted that included in the agenda package on page 26 of the PDF that was the audit that was provided by McDirmit Davis. She drew the Boards attention to the letter to the Board of Supervisors on page 53. She noted that these would be the salient notes for Board members to be aware of. Mr. Morgan stated that it said that they had a clean audit. Ms. Adams responded yes that they had a clean audit and there were no findings. She stated that the letter to management and the letter to the Board of Supervisors further clarifies that the accounting was in compliance with Florida statutes section 218. She stated that this was another item that was due by June 30th so it was finalized and filed.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Accepting the Fiscal Year 2021 Audit Report, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Drainage Parcel Conveyance – ADDED

Ms. Adams stated that because this item was not on the agenda 7 days in advance, they were required to take public comment on this. She noted that there were no members of the public present nor were there any members of the public attending via Zoom. In this case, they were forgoing public comment.

Ms. Adams stated that they had been made aware that there were 8 lots that have 10 feet of drainage easement at the rear of the lot.

**Rob Bonin joined the meeting in person at this time.*

Ms. Adams continued stating that the 10 feet of drainage easement were currently proposed as private property with a drainage easement in favor of the District. She stated that however the project manager has had the foresight to recognize that there were going to be some maintenance issues. She noted that there was a boundary fence, and the drainage easement was on the other side of the boundary fence. She stated that the suggestion was for the benefit of ongoing maintenance of this drainage area that it would be better served to be owned and maintained by the District. She stated that she did have photographs of the area and they have a current plat of the area. She noted that she had reviewed those documents with the Chairman prior to this meeting. She stated that she had touched base with the District engineer regarding the type of certification that would be required by the District engineer and any improvements that would be needed in order for the District to accept this parcel. She stated that they would also have a lot of intensive documentation requirements from District counsel, and she wanted to defer to District counsel to identify some of the pertinent documents that they would be seeking a motion delegating authority to the Chairman to work with staff.

Ms. Hammock stated that these would be standard conveyance documents that most Board members were accustomed to seeing. She stated that they would be looking for bill of sale, the District engineer certification that would be modified slightly for these conditions as it was for every conveyance, affidavits about costs and making sure everything has been paid, special warranty deeds, affidavit of deed, affidavit of non-foreign status which was a requirement, the owners affidavit and there may be need to add additional documents.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Authorizing the Chairman to Work with District Staff and District Counsel to Prepare and Finalize All Required Conveyance Documents, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing additional to report for the Board. She stated that she would prioritize getting those documents and would form a draft and circulate it as soon as possible.

B. Engineer

Ms. Banfield stated that regarding the property conveyance, they would be happy to come out and do the inspection and evaluate that. She stated that other than that, she had nothing further to report.

C. Field Manager's Report

Mr. Tindall apologized for the landscaping being behind. He stated that they had a problem with vandalism, which delayed their ability to execute some items. He stated that they were working hard to get caught back up and were doing a good job. He continued stating that they had a couple of irrigation issues in general, but nothing out of the ordinary. He stated that it was zones that had some bad wiring and a couple of items that were replaced. He noted that someone was tampering with the zones in Citrus Landing and that they were trying to monitor it to see if it was going to continue. He stated that they were shutting zones off. He stated that there were complaints about irrigation flooding the street. He stated that irrigation system testing was done, but they were going to keep looking into that to make sure nothing was getting overlooked. Ms. Adams stated that there was no flooding. Mr. Tindall stated that the palms were trimmed, and they were monitoring the ribbon palms around the pool with the landscapers. He stated that there was an issue with the pool where the coping came loose on the outside fairly significantly and it was reaffixed around the entire perimeter. He stated that the other big item was the pool furniture which between the heat, the sun and the age of the furniture and increased usage over the summer, the chairs failed rapidly. He noted that they had located a repair vendor to re-sling the chairs. He stated that about half of them were currently down. He stated that the repair vendor was about 6 weeks out. He stated that they had already executed that to get it going. He stated that the manufacture no longer offers repairs and that they were about 6 months behind on their furniture. He noted that if the Board would like, they could do a not to exceed and buy some temporary furniture. Mr. Morgan asked if they were getting a lot of complaints about the lack of furniture. Mr. Tindall and Ms. Adams stated that they had. Ms. Adams stated that it had been an item that was noted on the field managers' report for a couple of months.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Accepting A Temporary Pool Furniture Purchase Not to Exceed \$500, was approved.

i. Consideration of Pool ADA Chair Lift Replacement

Mr. Tindall stated that after investigation, they looked into a number of options. He stated that the chair lift on page 70 of the agenda. He noted that it was a different style of a chair lift, and it would be a much better chair lift being more durable. He stated that it worked as a hydraulic power and would not run on batteries. Ms. Adams asked Mr. Tindall if the other nearby Districts that authorized the purchase installed the hydraulic lift yet. Mr. Tindall stated no. Mr. Morgan stated that they had to do this because it was ADA required. Mr. Adams stated that they do have to do it and it was ADA requirement. She noted that they were very tight on the current budget, and this was something that would anticipate the Board taking action on. She stated that if they wanted to defer this until the other District has some time under their belt with the hydraulic lift, they could defer it for that testing period. She noted that looking at their current budget, they had planned to do a transfer out for capital projects. She stated that their cash position was such that they have been deferring the transfer out. They not only need money to operate through the current fiscal year, but they would also be on a little bit of an operating reserve between the time that the fiscal year starts and the tax revenue start coming in. She stated that they were carefully monitoring the budget, and this was a high ticket purchase up to \$8,310. She suggested that the Board might want to consider deferring this just for a month in order to further evaluate the cash position, the budget and also to evaluate the operational functionality of the other hydraulic lift. Ms. Adams asked Mr. Tindall if he had an install date for the other hydraulic lift. Mr. Tindall stated that he was still waiting on the confirmation of parts and materials to come in. Ms. Adams stated that they would defer this one item until their next agenda.

Mr. Tindall stated that they did a touch up of the erosion repair under warranty. He noted that some of the sod just didn't take. He stated that they were expecting rain and for the rain to take, and it didn't, which led to a couple of bits of sod that died off and some of it washed out. He did note that they repaired it and it should be good to go now.

ii. Consideration of Sidewalk Completion at Citrus Point Entrance

Mr. Tindall stated that the sidewalk completion was discussed previously. He noted that the GFS maintenance proposal was to do the repair work. Mr. Morgan stated that this was the sidewalks that connected the community sidewalks. Mr. Morgan asked if this was in the budget. Ms. Adams responded that they did budget for general repairs and maintenance for \$15,000 and

as of the end of May they had only spent \$5,000, so there was currently \$10,000 left. She did note that they had some pool furniture repairs coming, but there was still sufficient funding to cover the sidewalk completion at \$5,733. She noted that this was a high-profile area that was near by the amenity center.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, the Sidewalk Connection Proposal #222 for \$5,733, was approved.

iii. Consideration of Landscape Refresh Items

Mr. Tindall stated that this was on the list of things last year that was deferred as well. He stated that they have some money in the operating budget right now for these items and he was waiting on the landscaper to finalize the proposals. He stated that he was expecting the palms of the amenity and the other replacements there to be around \$4,000 to get all the plants back up and running. He noted that there were three palms that needed to be replaced and two needed to be removed. They would also be looking at the annual mulch for next time and could also focus on the annual plant replacements this year and postpone the mulch if funds were tight. Ms. Adams stated that this was identified as part of the budgeting process for the current fiscal year. The landscape enhancements and replacements were identified as a budget priority. She noted that there were some landscape voids and some other areas that residents and Board members wanted to see improvement in. She stated that there was \$20,000 allocated in their current budget and they have only spent just over \$3,000, so there is funding available for these projects. She asked if the Board wanted to set a not to exceed or just direct staff to operate within the budget. Mr. Morgan responded to just operate within the budget.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Authorizing Staff to Install Landscape Replacement and Enhancement within the Current Budget, was approved.

Mr. Tindall stated that for the minor side items, the sod was delivered under the CDD tract and followed to see if the sod was damaged. He also noted that the trail fence was an issue with some of the residents had complained about recently. He stated that the trail fence that was down was reinstalled by HOA. Mr. Morgan stated to let him know if homebuilding keeps destroying

CDD tracts. Mr. Tindall stated that there were some sod gaps that were in a few places with one being the Citrus Reserve. He stated that they were monitoring these areas.

D. District Manager's Report

Ms. Adams stated that the Board authorized swim lessons at the community pool. She stated that they did have quite a few residents who were utilizing that and who have provided positive feedback to the District that they had really found those helpful and a lifestyle enhancement. She stated that they also have others who don't have children participating who would prefer not to have swim lessons at the pool. She noted that she was evaluating all of the feedback. She stated that they were currently scheduled through the end of this swim season. They have a two-year agreement with the vendor and she did reach out to the vendor to let her know that they had received good and bad feedback and she would be evaluating that and at the August meeting they would make a recommendation to the Board whether they can continue with that agreement for another year or if they cancel the next year. Mr. Morgan asked if there was a notice put out about the times that they would be using the pools. Ms. Adams responded yes.

Ms. Adams stated that recently the Board approved an amended and restated parking rules including Citrus Landing and Citrus Reserve. She stated that their field management staff worked with the towing services provider to get the signage installed. She stated that they did an E-blast for the residents of the District to make them aware of the new tow away zones. She also did a direct mail piece, so it was widely understood. She noted that the towing service had been active in the community. She stated that if they had any stakeholders such as landscape service providers or construction workers who need parking permits for their dashboard to be sure that their vehicle was beyond reproach and not to be concerned about tow away zones. She noted that they just needed to communicate that to District management staff and they could issue those exceptions for their service providers.

i. Approval of Check Register

Ms. Adams presented the check register from April 27, 2022 through June 28, 2022 totaling \$43,326.94.

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

July 6, 2022

Holly Hill Road East

ii. Balance Sheet & Income Statement

Ms. Adams presented the financials, this item required no action.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Consideration of Proposal for Security Services (Confidential and Exempt Information Provided Under Separate Cover)

The Board and staff went into a closed session to discuss the security services proposal.

TWELFTH ORDER OF BUSINESS

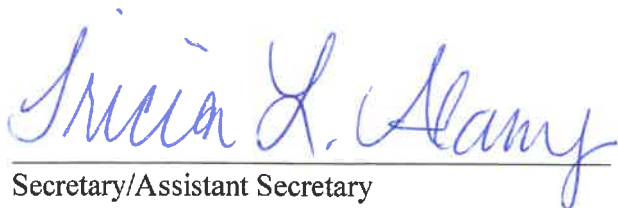
Board Action Related to Security Services

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, the Securitas Proposal for Security Services, was approved.

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