

**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, **January 10, 2023** at 10:00 a.m. at Lake Alfred Public Library, 245 N Seminole Ave, Lake Alfred, Florida 33850

Present and constituting a quorum were:

Adam Morgan
Brent Kewley
Rob Bonin
Kayla Word
Barry Bichard

Chairman
Vice Chairman
Assistant Secretary
Appointed as Assistant Secretary
Appointed as Assistant Secretary

Also, present were:

Tricia Adams
Grace Kobitter
Molly Banfield *by Zoom*
Marshall Tindall

District Manager, GMS
District Counsel, KE Law
District Engineer
GMS Field Services

The following is a summary of the discussions and actions taken at the January 10, 2023 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 asked for public comments. Hearing none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Ashley Baksh and Jamie Furukawa

Ms. Adams stated a letter of resignation was received from Ms. Baksh and Ms. Furukawa. She added that Ms. Baksh had served as Supervisor in seat #1 with a term that expires in November 2023. Ms. Furukawa served in seat #4 with a term that expires in November, 2025. She noted that Florida statutes allows for the appointment of a Board member to serve the remainder of the term. She asked for a motion to accept the two resignations.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Accepting the Resignation Letters from Ms. Baksh and Mr. Furukawa, were approved.

B. Appointment of Individuals to Fulfill Board Vacancies

Ms. Adams stated the Board could consider an appointment and asked for nominations for seat #1 and seat #4. A nomination was made for Kayla Word for seat #1 and Barry Bichard to seat #4.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Appointment of Ms. Kayla Word to Seat #1 and Mr. Barry Bichard to Seat #4, was approved.

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

Ms. Adams performed the oath of office to Ms. Word and Mr. Bichard. She reviewed the filing of financial disclosure forms required and associated fines for late filing. District Counsel provided an overview of the Sunshine Law, Public Records Law, and ethics laws.

D. Consideration of Resolution 2023-01 Electing Officers

Ms. Adams reviewed the current officers with Mr. Morgan as Chair, Mr. Kewley as Vice Chairman, Mr. Bonin as Assistant Secretary, Ms. Burns as Secretary, Ms. Adams as Assistant Secretary, Mr. Flint as Treasurer, and Ms. Costa as Assistant Treasurer. She asked the Board for consideration of officers. The Board made the motion to keep the same slate of officers adding Ms. Word and Mr. Bichard as Assistant Secretaries.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2023-01, Electing Officers with Mr. Morgan as Chair, Mr. Kewley as Vice Chairman, Mr. Bonin, Ms. Word, Mr. Bichard as Assistant Secretaries and Ms. Burns as Secretary, Ms. Adams as Assistant Secretary, Mr. Flint as Treasurer, Ms. Costa as Assistant Treasurer, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the August 3, 2022
Board of Supervisors Meeting**

Ms. Adams presented the minutes of the August 3, 2022 meeting for Board approval. She asked for any corrections. Mr. Morgan had a question about the pool lift being fixed. It was noted the lift was replaced and the pool in compliance with ADA guidelines. There was another question about Spanish publications. Ms. Adams noted the recording secretary can provide announcements in Spanish.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Minutes of the August 3, 2022 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

**Ratification of Fiscal Year 2022 Audit
Engagement Letter from McDirmit Davis**

Ms. Adams stated that the 2022 audit engagement letter was included in the package and noted the annual independent audits are due by June 30th of each year. She added the fee of \$4,000 is consistent with the audit service agreement.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Fiscal Year 2022 Audit Engagement Letter from McDirmit Davis, was ratified.

SIXTH ORDER OF BUSINESS

**Consideration of Polk County Data
Sharing and Usage Agreement**

Ms. Adams stated this agreement is with Polk County for data sharing and usage and is presented each year. She noted there are some citizen records exempt from public records requests. Judges, law enforcement officials are examples where records can be exempt from disclosure. The agreement requires the District to keep the records the County is holding exempt not available for public disclosure.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Polk County Data Sharing and Usage Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Polk County Contract Agreement

Ms. Adams stated the purposed of this agreement is to allow for Polk County to add the CDD fees as non-ad valorem assessments on the annual county tax bill. The terms are outlined in the agenda package and is an annual agreement staff recommends approving.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Polk County Contract Agreement, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Arbitrage Rebate Calculation Reports

Ms. Adams stated these presentations are attached in the agenda package for Series 2020, Series 2018, and Series 2017. She added the District has issued tax exempt bonds for the purpose of funding the infrastructure in the community and the bonds are regulated by the IRS. The codes will not allow the District to earn more interest than what they are paying. This report is required to be filed by IRS every 5 years. She noted there are no arbitrage issues for Series 2020, Series 2018 and Series 2017.

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

NINTH ORDER OF BUSINESS

Consideration of Lake Alfred Meeting Location Fees (\$25)

Ms. Adams stated this will make Board members aware of the change in the fee schedule for Lake Alfred Library. Originally, they were not charging a fee, but now are charging a \$25 fee per meeting. She added this will need to be added to the budget and for future years.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, the Lake Alfred Meeting Location Fee of \$25, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kobitter had nothing additional to report for the Board.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

Mr. Tindall reviewed the Field Manager's Report for the Board. He noted updates on storm damage, fence repairs, gates, amenity center, playground, furniture updates, fan replacement, key card system, lift installation, and vandalism. Other issues include landscaping, mowing, irrigation lines adjusted, flax lilies and palm trimming, sidewalk completions, chair lift replacement, sod and tract addon. A proposal was requested, and discussion ensued on access gate, street access, and the fence location.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register from August 28, 2022 through November 30, 2022 totaling \$116,869.77.

On MOTION by Mr. Bonin, seconded by Mr. Morgan, with all in favor, the Check Register for \$116,869.77, was approved.

ii. Balance Sheet & Income Statement

Ms. Adams presented the financials. She added they are expecting some intra governmental revenue to aid in the costs of maintaining the amenities in accordance with the interlocal agreement. She noted in all aspects of the budget the spending amount is under the pro-rated. She noted the debt service for 2017, 2018, 2020 are included and payments due in November have been documented. Ms. Adams noted this item required no action. A question was asked on the security approved by the Board and the progress on the issue. Ms. Adams stated the District has engaged security services to include a combination of on-site monitoring and patrol monitoring of amenities.

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Holly Hill Road East

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

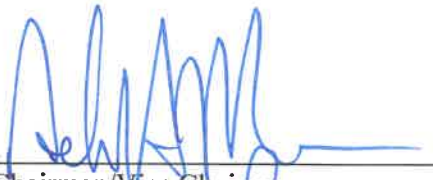
There was a question on lighting. Ms. Adams noted the playground is not intended for use after dusk. Additional lighting can be considered by the Board. It was noted there were no playground signs currently but they can explore looking into signs with verbiage consistent with the amenity policies adopted by the Board.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman