

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, August 3, 2022 at 11:31 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</i>	Assistant Secretary
Jamie Furukawa	Appointed as Assistant Secretary

Also, present were:

Tricia Adams	District Manager
Meredith Hammock	District Counsel
Jarret Wright	Field Manager

*The following is a summary of the discussions and actions taken at the August 3, 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. One Supervisor participated via Zoom.

**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. Appointment of Individual to Fulfill Board Vacancy**

Ms. Adams stated the Board had previously accepted the resignation from Justin Frye. Mr. Morgan stated he would like to appoint Jamie Furukawa to fulfill the Board vacancy.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Appointment of Ms. Jamie Furukawa to Fulfill the Board Vacancy, was approved.

**B. Administration of Oath of Office to Newly Appointed Board Member**

Ms. Adams performed the Oath of Office for Ms. Furukawa, and she was able to participate in today's meeting. Ms. Hammock reviewed Florida ethic laws and Sunshine laws that applied to Supervisors.

**C. Consideration of Resolution 2022-09 Electing Officers**

Ms. Adams reviewed the current slate of officers with the addition of Ms. Furukawa as an Assistant Secretary. She noted that Mr. Morgan's term expired in November of 2023.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Resolution 2022-09 Appointing Ms. Furukawa as Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 6, 2022 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the July 6, 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 July 6, 2022 Board of Supervisors Meeting, were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Public Hearing for Fiscal Year 2023  
Budget**

Ms. Adams stated today is the public hearing for budget and assessment appropriations. She asked for a motion to open the public hearings.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Opening the Public Hearing, was approved.

**A. Public Comment**

Ms. Adams stated they would take public comment on the budget and the assessment resolution. Mr. Morgan asked if there were changes to the assessment for the year. Ms. Adams noted there were changes in the assessment.

**B. Consideration of Resolution 2022-10 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations**

Ms. Adams stated a mailed notice was sent to all parcel owners with the anticipated increase in assessments. She provided an overview of the budget for the public and Board. She stated the current budget is listed as well as the proposed. The proposed increases in revenue from tax roll is \$565,628. She added their interlocal agreement with North Boulevard to use amenities and they contribute to the expense of operations of amenities. The District anticipates a revenue of \$73,814. She added revenue from July and August are not reflected as of now in the budget. She added some savings is anticipated in operations in printing, shipping by using electronic agenda packages. She pointed out the detailed narratives for each line item. Field expenses are expected to increase for landscaping replacement and enhancements. The largest cost increase is in the amenity section for pool services, support for amenities and other cost increases. The largest increase is for security services that the Board recently approved includes security patrols and staffing increases. Ms. Adams noted a transfer out of capital reserve of \$58,400.

Ms. Adams reviewed the assessments per unit increases to include the gross amount on the tax bill which includes the county fees for administrative tax and early discount fees. The annual gross per unit proposed is \$968.48. This is an increase of \$134.95. She noted the bond funds and the debt service and interest and principal payments. They are scheduled for November and May based on the amortization schedule.

Ms. Adams asked for public comments in the audience and on zoom. A resident commented on concerns on the increases to include parking, gates, security, mailboxes, amenities pool usage, landscaping issues, and smell from the lake. Ms. Adams addressed the amenity issue noted by the resident. Ms. Adams stated there are adopted amenity policy limiting the number of guests. She reviewed the maximum number allowed of 4, and priorities are for pool furniture, a pool lift, and security matters. She added the other suggestions can be added for future years. She clarified the addressing of the parking rules and permits. She noted they would not recommend parking permits for areas that are tow away zones.

Another resident asked how to know which side of street to park on. Ms. Adams noted the policies are on the website and have been mailed to residents, as well as there are signs posted in the community.

Ms. Adams asked for Zoom questions. A resident asked about addressing the garbage near mailboxes and playgrounds. Ms. Adams noted these will be addressed later in the meeting. Another resident commented on the budget and Ms. Adams clarified that it was not a \$900 difference. She clarified the proposed assessment for the upcoming year is \$135 higher annually. Another resident (Mr. Jose Cruz) asked for translation. Translation was provided for the Board. Ms. Adams requested his email address and will address his issues on amenity rules via email. Another resident on Zoom commented on the need for Spanish translations in the community and the meetings. He was concerned about parking issues and pool issues. Ms. Adams stated that recent implementations include amenity access email list, so any resident that has applied for an access card and provided an email address the application allows communication with residents. She added that both English and Spanish has been communicated in several of the issues. She added currently there is a website “glitch” and that is being addressed. Mr. Morgan asked if the Rules/Regulations on the website were in Spanish as well. Ms. Adams will get updates on the website issue, and added the postings are in Spanish as well. She addressed the issue of security with the new measures added in the new budget. Ms. Adams asked for a motion to approve if there were no further questions.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Resolution 2022-10 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations, was approved.

**C. Consideration of Resolution 2022-11 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Adams stated this resolution will impose assessments. She added this has attached as exhibits the budget and tax roll.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Resolution 2022-11 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Ms. Adams asked for a motion to close the hearing. Ms. Adams asked if there were any members of the public who would like to make comments regarding any items on the agenda not relating to the budget.

Resident (Jesse Earl -869 Citrus Reserve Boulevard) asked a question regarding parking on Tract #1 marked red and concerns of a possible parking problem. Ms. Adams stated she would need to review a parking map and added she would reply with an email response.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Closing the Public Hearing, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Arbitrage Rebate Calculation Report**

Ms. Adams stated this report is required every five years to reflect the District cannot earn more interest than they are paying. She noted the calculation was provided by AMTEC and reflect the Series 2020 project has no arbitrage issues.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, the Arbitrage Rebate Calculation Report, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-12 Approving the Fiscal Year 2023 Meeting Schedule**

Ms. Adams stated the meeting schedule starts October 1<sup>st</sup> and runs through September 30<sup>th</sup>. She suggested a new date, time, and location of the month for meetings for the 2<sup>nd</sup> Tuesday of the

month at 10:00 a.m. at the Lake Alfred Library. She added travel for Supervisors will be available. The first meeting on the new schedule will be October 11<sup>th</sup>.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Resolution 2022-12 Approving the Fiscal Year 2023 Meeting Schedule for the 2<sup>nd</sup> Tuesday of the Month at 10:00 a.m. at the Lake Alfred Library, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-13  
Ratifying Acquisition of Real Property in  
Citrus Reserve**

Ms. Adams stated at the last meeting there were portions of parcels identified where there was a maintenance easement that has been reviewed and District Counsel and staff have reviewed as well. Ms. Hammock stated this will ratify the actions that were previously authorized.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, Resolution 2022-13 Ratifying Acquisition of Real Property in Citrus Reserve, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

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

**B. Engineer**

There being none, the next item followed.

**C. Field Manager's Report**

Mr. Wright reviewed the Field Manger's Report to include updates on the mowing and the landscaping, pool area monitoring, pool furniture, sidewalk completions, hydraulic lift, and improvement and landscaping enhancements.

**i. Consideration of Pool ADA Chair Lift Replacement**

Mr. Wright noted the current chair lifts were not ADA compliant and there are problems with battery powered pool lifts. This proposal is for a water powered hydraulic lift. The total cost

is \$8,310. Ms. Adams added this is needed to be in ADA compliance and addressed the funding with using the upcoming budget.

On MOTION by Mr. Morgan, seconded by Ms. Baksh, with all in favor, the Pool ADA Chair Lift Replacement for \$8,310, was approved.

**ii. Consideration of Landscape Addendum for New Maintenance Tract in Citrus Reserve**

Mr. Wright noted the final walkthrough is being schedule and the proposal will be reviewed at a later date. There was no action taken.

**D. District Manager’s Report**

Ms. Adams summarized encroachments and she noted letters sent to property owners. Access issue was also discussed and there is on-going work. Ms. Hammock made further comments about requesting the encroachments be removed., and work with HOA is ongoing.

**i. Approval of Check Register**

Ms. Adams presented the check register from June 29, 2022 through July 26, 2022 totaling \$35,180.86

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Check Register for \$35,180.86, was approved.

**ii. Balance Sheet & Income Statement**

Ms. Adams presented the financials, this item required no action. The unassigned balance at the end of June was \$266,166. She noted they are expecting a year-end balance of about \$125,000 but would like \$145,000. Expenditures are being closely watched. As a result of last month’s discussion, the electric accounts have been audited and resulted in small adjustments in the proposed budget. Bond requisitions will be reviewed to see if funding is available.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**TWELFTH 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