

**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, **February 14, 2023** at 10:00 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave, Lake Alfred, Florida and via Zoom.

Present and constituting a quorum were:

Adam Morgan	Chairman
Brent Kewley	Vice Chairman
Rob Bonin	Assistant Secretary
Kayla Word	Assistant Secretary
Barry Bichard	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Grace Kobitter	District Counsel, KVV Law
Jennifer Kilinski	District Counsel, KVV Law
Rey Malave <i>by Zoom</i>	District Engineer
Marshall Tindall	GMS Field Services

The following is a summary of the discussions and actions taken at the February 14, 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 five 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 or joining via Zoom.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 10, 2023 Board of Supervisors Meeting

Ms. Adams presented the minutes of the January 10, 2023 Board of Supervisors meeting for Board approval. She asked for any comments, corrections, or changes to the minutes. The Board had no changes.

On MOTION by Mr. Morgan seconded by Mr. Bichard, with all in favor, the Minutes of the January 10, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Playground Signage

Ms. Adams noted that at last month's meeting they had some audience members who questioned the installation of lights around the playground. She explained that it was noted during the meeting that the playground amenities were open from dawn to dusk. As a result of that discussion, Board members thought it would be beneficial to install signage to communicate the important playground policies to users. They are looking to keep the playground signage parallel with the amenity policies that the Board has adopted. She stated that in review of their amenity policies, it was noted that although there were policies that were adopted for the pool and for the dog park, the playground had not been included in that document. She informed the Board that the next time they meet, they would bring forth a revised amenity policy document that would include the playground usage policy.

Ms. Adams reviewed the proposal for three aluminum signs installed with the post and hardware. She noted that this proposal included the labor and all materials for a total of \$1,139 for the three signs. The suggested verbiage for the signs is on page 14 of the agenda package for review. The design options were on page 15 of the agenda package for review. After brief Board discussion, the Board decided to go with Style A for the sign design.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Proposal for Playground Signage, was approved.

Mr. Tindall recapped the discussion for clarification: three signs, Style A, locations of the signs at Citrus Isles, Citrus Reserve, and Citrus Landing, the existing signs at the amenity would stay the same, and they would pull this from the general field contingency.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-02
Extending Terms of Office for Board
Members**

Ms. Adams presented Resolution 2023-02 stating that this was extending the terms of office for the Board members. She noted that the Florida statutes required two different criterions to be met for the District to transition from Landowner's Election to the General Election process, and both were met. She further explained that initially all the Board members were landowner appointed and then after six years of being established, and there are 250 registered voters then the District starts to transition to the general election cycle. She concluded that this was a resolution pushing the Board member elections to the general election cycle. There are three seats that are noted for 2024, which is the next general election. She explained that initially there were two seats that transition general election, so a qualified elector of the District could go to the Supervisor of Elections office and work through that process. She noted that there would still be one seat that was Landowner elected in 2024 and then the next two years after that, there would be another transition to the general election cycle. KVV Law prepared this resolution and Ms. Kobitter provided it.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2023-02 Extending Terms of Office for Board Members, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Temporary License
Agreement with Jose Munoz**

Ms. Adams stated that occasionally they would have residents who want to do improvements on their own private property on their residential lot; however, in order to construct that improvement, sometimes they need to access District property in the construction process. She explained that their field services team, Marshall Tindall, noted that there was a property at 912 Citrus Reserve Boulevard, Lot 53. She noted that this residential parcel was adjacent to a District parcel, and they were looking to have their pool contractor utilize the District property in order to construct the pool. She stated that typically the Temporary Access Agreement was suggested because the Access Agreement had protections for the District as it related to any property damage, repair of the property, indemnification of the District during the construction, insurance requirements, etc. She reviewed item number six on page 24 of the agenda package

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stating that in this agreement they put in \$500 as a place holder for the damage deposit. They request the damage deposit is remitted to the District. After the final inspection when the construction project is complete and their own field services staff inspect the area and that there are no damages, then that deposit is fully refundable. She noted that their recommendation was \$500. She referred the Board to review page 31 of the agenda package, which showed Lot 53.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Temporary License Agreement with Jose Munoz, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

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

B. Engineer

Mr. Malave had nothing to report for the Board.

C. Field Manager's Report

Mr. Tindall reviewed the Field Manager's Report for the Board. He stated that everything at the amenity had been kept up this past month. One of the restroom signs and one of the warning signs on the gate at the pool disappeared and they replaced both. Playgrounds were inspected and they were replacing a couple of minor things. He noted that Prince had did a really good job of keeping the landscaping up as best they could. Everything looked good overall. The hurricane fence repairs were substantially completed at this point. He stated that a minor punch list item was one post that didn't match the others on the fence. He briefly reviewed the playground signage. Proposals are being gathered for sod, fence, and access gate in new tract. Mr. Tindall noted that he was waiting on some of the proposal numbers to come through for the sod/fence and would have those to Lennar soon as certain improvements were part of a recent property conveyance. Mr. Bonin asked if he could send those proposals out before the meeting because he didn't want to wait another month. Ms. Adams noted that they could delegate authority to one of the Board members to approve any District improvements and then they could bring it back to the meeting to be ratified. After brief Board discussion, it was decided to delegate authority to Mr. Bonin. Mr.

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Tindall reviewed the last item on his report stating that the washout repair was being scheduled for the end of the month and they were monitoring it.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register from December 1, 2022 through December 31, 2022 totaling \$25,927.56.

On MOTION by Mr. Bonin, seconded by Mr. Bichard, with all in favor, the Check Register for \$25,927.56, was approved.

ii. Balance Sheet & Income Statement

Ms. Adams reviewed the balance sheet & income statement. No action was required for this item.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the meeting was adjourned at 10:28 a.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman