

**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, **July 11, 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 <i>by Zoom</i>	Chairman
Brent Kewley	Vice Chairman
Kayla Word	Assistant Secretary
Rob Bonin <i>joined meeting in progress</i>	Assistant Secretary
Barry Richard	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Grace Kobitter	District Counsel, KVV Law
Lisa Kelley	District Engineer
Marshall Tindall	GMS Field Services

*The following is a summary of the discussions and actions taken at the July 11, 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 and one Board member joining via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams stated that there were no members of the public attending the meeting in person nor any members attending via Zoom.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of the May 9, 2023  
Board of Supervisors Meeting**

Ms. Adams presented the minutes of the May 9, 2023 Board of Supervisors meeting. She noted a couple of non-substantive changes that will be incorporated into the final meeting minutes. She asked for any comments or corrections from the Board members. Hearing none,

On MOTION by Mr. Kewley seconded by Mr. Bichard, with all in favor, the Minutes of the May 9, 2023 Board of Supervisors Meeting, were approved as amended.

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2023-04  
Appointing an Assistant Treasurer**

Ms. Adams explained that this resolution appointed Darrin Mossing, Sr. as Assistant Treasurer for Holly Hill Road East. Darrin Mossing, Sr. is the owner of GMS and is an accountant by trade. Having him serve as an Assistant Treasurer allows a backstop in the accounting team if they have any transition. It also allows for him to step in during the busiest times of the year with audits and budgets to assist with processing the District's records and financial records.

On MOTION by Mr. Bichard, seconded by Mr. Kewley, with all in favor, Resolution 2023-04 Appointing an Assistant Treasurer, was approved.

*\*Rob Bonin joined the meeting at this time.*

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2023-05 Re-  
Designating Bank Account Signatories**

Ms. Adams stated that at the District's Organizational Meeting, they established signatories for the District's bank account. This resolution expands to include not only the Treasurer and Secretary, but also the Assistant Treasurer. She explained that this was for the purpose of processing the Districts financial records and establishes the Treasurer, Assistant Treasurer and Secretary as bank signers.

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On MOTION by Mr. Kewley, seconded by Mr. Bichard, with all in favor, Resolution 2023-05 Re-Designating Bank Account Signatories, was approved.

**SIXTH ORDER OF BUSINESS****Review and Acceptance of Fiscal Year 2022 Audit Report**

Ms. Adams explained that the District was required to undergo an annual independent audit and that audit was due to be filed with the State of Florida by June 30<sup>th</sup> each year. She reviewed page 47 of agenda packet, which was where the management letter started. She noted that the letter was notifying the Board that the District's financial records were in compliance and there were no current findings, no prior findings and no conditions that would meet a financial emergency. In other words, this is a clean audit. She stated that she would be happy to answer any questions. Hearing none,

On MOTION by Mr. Kewley, seconded by Mr. Bichard, with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. Attorney****i. Presentation of Memo Regarding Ethics Training for Special District Supervisors – ADDED**

Ms. Kobitter explained that this memo discussed the new legislative requirement that came out of this past session regarding Supervisors needing four hours of ethics training beginning in January of 2024. There are free and payable courses that the Florida Commissioner on ethics had provided, and it was linked in the memo as well as her office was preparing a course that they could present either during a Board workshop or they could blend it in as part of a meeting. She noted that they would have more information on her firm's course that they could provide in the near future. The question was asked when it was due by. Ms. Kobitter responded that it begins in January of 2024 and the four hours needed to be completed by December 2024. She also noted that they advised Supervisors that if it was something that they were going to do on their own, then they need to keep detailed records of the course, time, etc. The question was asked if this was an annual requirement or just one-time. Ms. Kobitter responded that it was an annual requirement. Mr. Bonin stated that a Zoom workshop would be fine for the group. Ms. Adams stated that when they bring back their meeting schedule for next month, they could schedule a Zoom workshop

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sometime in the fall or the early part of 2024 to address this training. The Board decided to do it via Zoom in the morning. Ms. Adams stated that she would bring back some options when they look at their annual meeting schedule next month.

**B. Engineer**

Ms. Adams stated that in addition to any other Engineer items that Ms. Kelley would be presenting, there was an annual inspection that was required as part of their Trust Indenture. They provided the documentation to satisfy the requirements of the Trust Indenture. She noted that they also did a great job of inspecting all the stormwater system and making note of any maintenance needs. That report is included on page 58 of the agenda packet. Ms. Kelley stated that they did do the inspection and those portions of the infrastructure were being maintained in good reasonable repair. They also reviewed the budget, and it was sufficient for proper operations. They also reviewed the limitations of the insurance coverage and that was adequate.

Ms. Adams noted that there were several items that they noted as either needing attention or needing urgent attention to clear out the vegetation. She discussed the maintenance schedule with Mr. Tindall. Mr. Tindall stated that there were some that had already been worked on. The photos that were shown were older photos from May. Discussion ensued between Board and staff on the items needing attention. Ms. Kelley recommended to get the vegetation reestablished and to continue to monitor it. She added that if they were still seeing large amounts of sediment, they needed to look into it deeper to see if it's coming from some place within the storm system. Mr. Morgan asked if the mitered end that was crushed happened since their State Stormwater Needs Analysis report. Ms. Kelley responded that she would have to go back and compare the reports. She stated that she could look into it and would respond back to Ms. Adams. Ms. Adams stated that they would add open items to the Field Manager's Report each meeting until the issues were completely resolved and then as an on-going basis add the monitoring of the stormwater system so that if there is any future build up sediment, it's promptly reported to the Board and could be investigated. She stated that they were asking the Board to accept the Annual Engineer's Report on page 58 of the agenda packet. She again explained that this report was documenting that the District had adequate funding, adequate insurance and had been maintaining the infrastructure of the District.

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On MOTION by Mr. Kewley, seconded by Mr. Morgan, with all in favor, the Annual Engineer's Report, was approved.

### **C. Field Manager's Report**

Ms. Adams explained that the reason that they were meeting today was because there were some time-sensitive maintenance needs due to the increased population at Holly Hill Road East and the very busy time during the summer. She noted that they were looking at addressing a few issues to increase service for trash empties, pets waste station empties, additional pond mows during the rainy season, and an additional service stop for the summer months.

Mr. Tindall presented the Field Manager's Report to the Board. He stated that the report started on page 60 of the agenda package. He stated that the amenity overall had did well. It was noted that the pool, dog park, and playgrounds were clean and well maintained, the approved furniture additions arrived, the pool filters were changed, additional janitorial service was arranged for peak holiday week, and it was recommended to update the toilet paper dispensers. He reviewed the landscape report stating that the landscaping overall had did well and the new plantings that were done at the amenity looked nice. He noted that the new sod that was approved was installed at Citrus Reserve, but unfortunately it was a little bit stressed because as soon as it went in, they had a dry spell. They believe that it would come back strong though. He reviewed the in-progress site items. It was noted that the approved dog stations were ordered and would be installed at Citrus Reserve once they arrive, the landscaper was coordinating improved enhancements, and Williams Fence is to install the access gate.

#### **i. Proposal for Covered Toilet Paper Dispensers from GMS**

Mr. Tindall presented the proposal for six covered toilet paper dispensers from GMS for a total of \$714.45.

On MOTION by Mr. Bichard, seconded by Mr. Kewley, with all in favor, the Proposal for Six Covered Toilet Paper Dispensers from GMS Totaling \$714.45, was approved.

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**ii. Proposal for Additional Garbage Empties from Clean Star Services of Central Florida, Inc.**

Mr. Tindall presented the proposal for additional garbage empties from Clean Star Services of Central Florida, Inc. Ms. Adams stated that there were five trash cans at the pool, and they needed to increase service stops between Memorial Day and Labor Day. She noted that Mr. Tindall indicated that the vendor would be flexible to accommodate that. She explained that they were asking the Board to approve the trash and pet stations twice a week year-round and during peak season, the trash cans at the pool would be emptied three times a week. She noted that they were reviewing the amount in the proposed budget, and they believed the funding they put in there was adequate, but they would double check the numbers. It is based on the current demand, which may increase in future years. Ms. Adams explained that the two service stops a week year-round would be \$400 a month or \$4,800 annually. She stated that they put \$12,000 in their proposed budget for custodial services, which allows for addressing the pet waste stations as well as the custodial services. She added that they would like approval to start the three times a week emptying during the summer months immediately because CSS is there cleaning the facilities three times a week.

On MOTION by Mr. Kewley, seconded by Mr. Bichard, with all in favor, the Proposal for Additional Garbage Empties from Clean Star Services of Central Florida, Inc. for Three Service Stops a Week for the Trash Cans at the Amenity Center Memorial Day through Labor Day, was approved.

Ms. Adams stated staff would bring back an agreement starting for Fiscal Year 2024 that reflects all the costs aggregated for the trash and pet waste stations.

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**iii. Proposal for Additional Pond Mows for Summer Rainy Season from Prince and Sons**

Ms. Adams presented the proposal for additional pond mows for the summer rainy season from Prince and Sons totaling \$800 a month. Mr. Tindall also reviewed the proposal with the Board. After Board discussion, Mr. Bonin asked for a calendar schedule showing a before and after and where the additional cuts would occur and how more frequent they would occur in the six-month period. Mr. Tindall responded that he would bring a calendar schedule to the next meeting. Mr. Bonin asked if they had the money somewhere in the budget to do this without a net increase to the budget. Ms. Adams responded that they did. She explained that they currently allocated their prorated budget for field expenses at \$171,746 and their actual spending was at \$156,217, so although this may increase their landscape maintenance line item, there was adequate funding in their field maintenance expense.

On MOTION by Mr. Bonin, seconded by Mr. Kewley, with all in favor, the Proposal for Additional Pond Mows for Summer Rainy Season from Prince and Sons for \$800 a Month, was approved.
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Mr. Tindall reviewed the pool maintenance schedule. He explained that the pools were getting a very heavy load now. He noted that based on current service, they were having three days a week service, but the pool vendor said that they had been out in the last week every day. They did not increase service costs, but they did so to keep the facility up and running. He explained that the vendor was recommending a six-day a week pool service for Memorial Day through Labor Day for an extra \$700 a month. Mr. Morgan asked if they had to increase what the Interlocal Agreement pays to their CDD. Ms. Adams responded that the agreement calls for almost a True-Up at the end of the year and it was based on the actual expenses. If their expenses exceed what was budgeted for the amenity, they bill the other District. If what they paid exceeds what their expenses were, it goes into a special dedicated reserve fund for amenity expenses. Mr. Morgan asked if they should give them a heads up. Ms. Adams responded that the same accountant did both Districts and they communicate after each Board meeting regarding any significant financial issues, so that was something that they would receive a note on regarding increased amenity expenses for the pool maintenance.

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On MOTION by Mr. Bonin, seconded by Mr. Kewley, with all in favor, to Increase the Pool Maintenance Schedule to Six Days a Week through Labor Day, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Adams presented the check register from April 1, 2023 through June 30, 2023 totaling \$100,310.45.

On MOTION by Mr. Kewley, seconded by Mr. Bichard, with all in favor, the Check Register for \$100,310.45, 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 no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Adams noted that their next meeting was August 15<sup>th</sup> at 10:00 a.m. Mr. Bonin asked what the latest was on the gate. Mr. Tindall stated that it was three to five weeks from approval to install. Mr. Bonin asked Mr. Tindall if he got a proposal from Williams. Mr. Tindall responded that he did. Ms. Adams stated that Lennar could communicate directly with the vendor since the District was not funding it. Mr. Tindall stated that it was roughly \$2,000 for the gate.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

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*Tricia Adams*

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Secretary/Assistant Secretary

DocuSigned by:

*Adam Morgan*

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Chairman/Vice Chairman