

**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, **August 15, 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
Kayla Word	Assistant Secretary
Rob Bonin	Assistant Secretary
Barry Bichard	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Jill Burns	District Manager, GMS
Grace Kobitter	District Counsel, KVVW Law
Chace Arrington <i>by Zoom</i>	District Engineer
Clayton Smith	Field Services Manager, GMS
Marshall Tindall	Field Services, GMS
Allen Bailey	Field Services, GMS

The following is a summary of the discussions and actions taken at the August 15, 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.

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SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Public Hearing for Fiscal Year 2024 Budget

Ms. Adams asked for a motion to open the public hearings.

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

Ms. Adams stated there were no members of the public present nor did we have any members of the public on Zoom, is there a motion to close the public hearings?

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

A. Public Comment

Ms. Adams noted that there were no members of the public present to provide comments.

B. Consideration of Resolution 2023-06 Adopting Fiscal Year 2024 Budget and Relating to the Annual Appropriations

Ms. Adams stated included in the agenda packet is Resolution 2023-06 which will adopt your Fiscal Year 2024 budget. It also provides for appropriations and budget amendments. She noted attached to the exhibit is the proposed budget for Fiscal Year 2024. We have an exhaustive table of contents that outlines the layout for the budget and starting on page one of the budget or page 12 of the agenda packet, you will see the revenue section for Fiscal Year 2024 budget. This budget cycle starts October 1, 2023 and ends September 30, 2024. In the form of revenue, we have assessments. All of the property has been platted and is on the tax roll. We also have some intragovernmental revenue where we have amenities that have reciprocity with another nearby CDD and they share in the expense of the amenity operation. We are also recognizing a portion of the carry forward surplus in order to balance the budget. She noted the total revenue being \$692,391. The administrative section is the next on the budget, which is the cost to operate the

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District, is very similar to last year. Previously the Board members reviewed the expenditures section, and we noted any line items that had any increase or variance from the current fiscal year. If there is no question on this section, we will move to the field expenses. We are proposing \$268,708 in field expenses based on history and the current expenses for the District. Next are the amenity expenses, there are some increases due to increased cost for pool chemicals and labor. She stated happy to answer any questions should there be any. There are 628 assessable units, and they are all assessed for the operations and maintenance fee at one ERU and the gross per unit which is the amount that will be on the property tax bill for operations and maintenance fees is \$968.48. This amount also allows for some funding to go into the capital reserve budget. She noted the debt service funds start on page 19. These are all set up in a similar fashion where it shows the expenditures for your proposed budget Fiscal Year 2024. There are interest and principal payments due in November and in May and that information is populated based on your amortization schedule. At the bottom of each debt service fund, it shows the number of units within that phase and the gross per unit debt service fee. The amount of the operations and maintenance fee and the debt service fee aggregated together will be what is on the Polk County property tax bill in the non-ad valorem section.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2023-06 Adopting Fiscal Year 2024 Budget and Relating to the Annual Appropriations.

C. Consideration of Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Adams stated now that the budget has been adopted, we need to fund it. Resolution 2023-07 proposes that it is funded with the operations and maintenance fees and the debt service fees that you just approved. She asked for a motion to approve Resolution 2023-07.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the July 11, 2023
Board of Supervisors Meeting**

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Ms. Adams presented the minutes of the July 11, 2023 Board of Supervisors meeting. These are included in the agenda package on page 57. The meeting minutes have been reviewed by staff. If there are no corrections from Board members, we would be looking for a motion to approve.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Minutes of the July 11, 2023 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2023-08
Approving the Proposed Fiscal Year 2024
Meeting Schedule**

Ms. Adams stated this District has been meeting the second Tuesday of the month here at Lake Alfred Library. She noted they are proposing that this District meet at 11:00 a.m. The reason for this is that Holly Hill Road East from time to time has residents who come and participate in public comments. By scheduling this meeting at 11:00 am it will be the last meeting for Tuesday's line up.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2023-08 Approving the Proposed Fiscal Year 2024 Meeting Schedule, was approved.

SIXTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Kobitter stated nothing to report.

B. Engineer

Ms. Adams stated the District Engineer is not present and there is no Engineer's Report.

C. Field Manager's Report

Mr. Tindall stated the Field Manager's Report is on page 71 of the agenda. He stated toilet paper holders have been installed which should help with usage. The playgrounds were reviewed with no issues there. Landscaping overall looks good. The monthly mows have started in the ponds. On page 73 the two areas that have sod previously were a little rough, but rehabilitation has gone

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well. The approved dog stations at Citrus Reserve were installed. Maintenance has begun on that with janitorial staff. The approved mulching was completed as of yesterday. In addition, were the Engineer Report items and many of those were done and will test them out over the next month. Mr. Morgan asked where they stood on the gate. Mr. Tindall stated the end of the month. Ms. Adams stated the pool has been heavily used and security reports have been received that identify the number of users there on the weekend hours. The pool has been very, very busy!

i. Review of Prince & Sons Pond Mowing Schedule

Mr. Tindall presented on page 78 of the agenda you will find the pond mow schedule with the 32 mows that we bumped up to at the previous meeting. Again, weekly mows in the rainy season.

D. District Manager’s Report

i. Approval of Check Register

Ms. Adams presented the check register found on page 81 of the agenda packet. You will see the check register is July 1, 2023 through July 31, 2023 totaling \$44,855.98 and immediately following the register is a detailed run summary. If there are no questions, is there a motion to approve?

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

ii. Balance Sheet & Income Statement

Ms. Adams reviewed the balance sheet & income statement through the end of June. These are for informational purposes only. No action was required for this item.

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

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NINTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Tricia Adams

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Secretary/Assistant Secretary

DocuSigned by:

Adam Morgan

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Chairman/Vice Chairman