

**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, **October 10, 2023** at 11:23 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, KVV Law
Chace Arrington	District Engineer
Marshall Tindall	GMS Field Services

The following is a summary of the discussions and actions taken at the October 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 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 attending the meeting in person nor any members attending via Zoom.

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THIRD ORDER OF BUSINESS**Approval of Minutes of the August 15, 2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the August 15, 2023 Board of Supervisors meeting. These meeting minutes have been reviewed by staff. She asked for any comments or corrections from the Board members. The Board had no changes to the minutes.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Minutes of the August 15, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Dewberry Work Authorization for Fiscal Year 2024 Engineering Services**

Ms. Adams stated Chace Arrington is on the line representing Dewberry for District Engineering Services today. This is a work authorization for general services and engineering ncosts including a fee schedule. Ms. Adams asked Chace for any comments before the Board considers this work authorization. Mr. Arrington stated he had no additional comments but would be happy to answer any questions. Mr. Morgan stated he reviewed it and it looks good so making a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Dewberry Work Authorization for Fiscal Year 2024 Engineering Services, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Fiscal Year 2023 Audit Engagement Letter from McDirmit Davis**

Ms. Adams stated included in the agenda packet is a work authorization for this year's annual independent audit. The Board had previously selected McDirmit Davis as a result of the recommendation from the Audit Committee. She noted they had entered into a multiyear agreement. She noted the fee for this year's audit of \$4,100 is in accordance with both the budgeted amount as well as the multiyear audit agreement. She asked for any discussion, if not is there a motion to approve the Fiscal Year 2023 Audit Engagement with McDirmit Davis?

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On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Fiscal Year 2023 Audit Engagement Letter from McDirmit Davis, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2024-01
Certifying Assessment Area 3 Project
Complete**

Ms. Adams explained Resolution 2024-01 has been prepared by District Counsel and is regarding some of the declarations certifying the project complete. She noted the Trust Indenture requires this step to be taken. It is a different step than what the Board is used to with the first conveyance to the District and where the District Engineer is certifying that project, this is an overall certification. She noted District Counsel has prepared the resolution. Ms. Kobitter stated attached as an exhibit is the District Engineer's Certificate which Rey has reviewed and executed. That certificate certifies that the project has been completed and in substantial compliance with these specifications and that all of the costs incurred through the project have been paid and all of the plans and permits necessary for O&M of the project have been transferred accordingly. Mr. Morgan asked what assessment area 3 is and if the funds have all been exhausted. Ms. Adams stated yes, and this is required as part of your Trust Indenture to declare the project complete. Ms. Adams stated she would provide Board members with information about what assessment areas 3 and 4 cover.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2024-01 Certifying Assessment Area 3 Project, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2024-02
Certifying Assessment Area 4 Project
Complete**

Ms. Adams asked for any discussion regarding the approval of Resolution 2024-02 for assessment area 4 or does District Counsel have any comments for the Board. Ms. Kobitter stated nothing additional, it's a similar resolution just for a different assessment area.

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On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2024-02 Certifying Assessment Area 4 Project Complete, was approved.

EIGHTH ORDER OF BUSINESS**Presentation of Arbitrage Rebate Calculation Reports**

- A. Series 2020 – Assessment Area 3**
- B. Series 2020 Assessment Area 4**

Ms. Adams stated as the Board is aware this is the assessment area 3 project. The tax-exempt bonds are regulated by the IRS and they require that we are not earning more interest than what we are paying. She noted if we do get into an arbitrage issue, there is a penalty that is due to the IRS in five-year intervals so that is why these reports are produced. She noted there are two arbitrage rebate calculation reports, series 2020 assessment area 3 and series 2020 assessment area 4 confirming that we do not currently have an arbitrage issue so looking for a motion to accept the arbitrage rebate calculation reports.

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

NINTH ORDER OF BUSINESS**Staff Reports**

- A. Attorney**

Ms. Kobitter stated nothing additional to report unless the Board has any questions.

- B. Engineer**

Ms. Arrington stated nothing at this time.

- C. Field Manager's Report**

Mr. Tindall stated this report is on page 82 of your agenda packet. He noted nothing out of the ordinary really. Amenities and everything look good overall. He stated just minor touch ups. The playgrounds were treated for some ants but no other issues at the playgrounds. Pools facility maintenance staff has just replaced one of the fans under the lanai and replaced some baby changing stations that had damaged brackets. Mr. Morgan asked about the pond in the landscape review. Mr. Tindall stated currently the landscapers mow them. Mr. Morgan asked if we normally disc the ponds? Mr. Bonin stated this is one area that we never inducted that criteria. Mr. Morgan

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stated as long as it is draining, he doesn't have a problem keeping it mowed as long as the engineer is good with it. Mr. Tindall stated the soil is fairly sandy and percolates very well so he doesn't see an issue. He noted if there is water standing in these ponds for too long, he will work with the landscaper and get it disced. Mr. Tindall stated other than that landscaping wise, they were completing some touchups that were previously approved at Citrus Reserve primarily along the walls and entrance planter. He noted most of the other planters are still doing well. He noted overall the plantings at the pool that were done earlier in the year still look good. Mr. Morgan stated the gate was finally installed. Mr. Tindall stated yes, the gate has been installed and the landscaper has been notified that there is a lock on it now and they have clear access to it. He noted the only other thing is the Citrus Landing well GFI outlet, he believes it was Adams Homes contractors using the outlet and unplugging the irrigation to avoid using a generator and stringing a long extension cord. Mr. Morgan asked who was doing that. Mr. Tindall stated he believes it was Adams Homes. He spoke with the project manager there who said he would talk to them, but Mr. Tindall stated he still found they tried to jam the electrical cord and plug the well in at the same time which they couldn't do and broke the outlet cover so I locked it and that was that. Mr. Morgan stated okay good, thank you.

Mr. Morgan asked if the landscapers were cleaning up the trash that comes out of the stormwater. Mr. Tindall stated yes. He noted other than that routine maintenance, scheduling regular interval treatment of the chairs for mildew, shade canopy and public sidewalks for the holiday season.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register summary from August 1, 2023 through September 26, 2023 totaling \$155,195.03. She noted behind the register is a detailed run summary. She asked for any questions?

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Check Register for \$155,195.03, was approved.
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ii. Balance Sheet & Income Statement

Ms. Adams reviewed the balance sheet & income statement. These are the unaudited financials through the end of August. She noted they do keep an eye on the unassigned balance and general fund on page 103 and also the prorated rate compared to the actuals. She noted this District has been fully collected on their tax revenue for Fiscal Year 2023 and in each case the Board has done a great job controlling expenses. No action was required for this item.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Morgan, seconded by Mr. Kewley, 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