

**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 13, 2024** at 11:00 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
Barry Bichard	Assistant Secretary
Kayla Word	Assistant Secretary

Also, present were:

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

The following is a summary of the discussions and actions taken at the February 13, 2024 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 December 12, 2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the December 12, 2023 Board of Supervisors meeting. 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. Bichard, with all in favor, the Minutes of the December 12, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Consideration of License Agreement for 2024 Holiday Lighting with Citrus Reserve HOA**

Ms. Adams stated that the HOA has requested getting a jump start on planning for the holiday lights for the 2024 holiday season. They are asking the District for permission to use the entrance monument parcel for installation of holiday decorations. The HOA would be responsible for purchasing, storing, and installing the decorations as well as the removal and responsible for any damages due to the decorations. The CDD's role would be sure that the electrical supply is functioning and any coordination required with the landscape service provider or other pertinent vendor. District Counsel advised that they will be sure to have something executed from the HOA with all the required terms.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the License Agreement for 2024 Holiday Lighting with Citrus Reserve HOA, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2024-03 Setting a Public Hearing for the Adoption of Easement Variance Rules for the District**

Ms. Adams noted that there is an issue that has been a discussion between the District and HOA management company where the HOA company has requested assistance with reviewing applications for improvements on private property. From time to time, private property parcels have included an easement in favor of the District. The District has respectfully requested that they do not approve any private property improvements that result into an encroachment onto an

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easement in favor of the District. She is asking if the Board would be amenable to CDD staff reviewing certain applications for improvements on private property when it would affect an easement in favor of the District. There is a policy that has been put forth and a standard resolution which will set a public hearing to formalize the policies for reviewing the applications. The public hearing would also set a fee of \$75 for an easement variance that if approved is then recorded. One Board member mentioned for the record that this is pertaining mostly to fences. District Counsel added that once the policy is in place and after the public hearing, there will be an application and agreement prepared for these situations moving forward. This resolution contemplates having a public hearing in conjunction with the Board meeting scheduled for April 9, 2024 at 11:00 a.m.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-03 Setting a Public Hearing for the Adoption of Easement Variance Rules for the District, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2024-04
Relating to General Election and Notice**

Ms. Adams presented the resolution to the Board and stated that this notifies that the general election is scheduled in 2024 for the Holly Hill Road East Board of Supervisor seats #2 and seat #5 will be scheduled for election at that time. A qualified elector of the District will need to go to the Polk County Elections office. The qualifying period is June 10th through June 14th, 2024. For the information of the Board, seat #2 belongs to Mr. Kewley and seat #5 belongs to Mr. Bonin. Seat #3, belonging to Mr. Morgan will be up for landowner election and seat #1 and #4 expire in 2026 and will transition to general election at that time.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-04 Relating to General Election Notice, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Polk County Contract
Agreement**

Ms. Adams reviewed the Polk County Contract Agreement regarding CDD fees being placed on the Polk County Property Tax bill. The Board had no questions.

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On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Polk County Contract Agreement, was approved.

EIGHTH ORDER OF BUSINESS**Consideration of License Agreement with Citrus Isle HOA for Community Billboard**

Ms. Adams stated that at the last meeting the Board had approved a license agreement with one of the HOA associations in order to set up a community billboard. Another HOA association has approached the District, Citrus Isle, and have requested to have a bulletin board for communication purposes. The parcel is presented in the agenda package for Board consideration. The agreement contemplates the HOA being responsible to purchase and install the bulletin board. There is a proposal for Citrus Isle to contract with GMS for the expense of the bulletin board and the installation costs.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the License Agreement with Citrus Isle HOA for Community Billboard, was approved.

NINTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Presentation of Memo Regarding Ethics Training**

Ms. Kobitter noted that the ethics training requirement is now in place and is required to be completed by December 31, 2024. A memo from District Counsel's office is provided in the agenda package with more details for the Board and she offered to answer any questions.

B. Engineer

Mr. Malave had nothing further for the Board and offered to answer any questions. There being no questions, the next item followed.

C. Field Manager's Report

Mr. Tindall presented the field manager's report to the Board which can be found in the agenda package. Completed items include:

- Amenity review – facilities have been well maintained by vendors.
- Playground review – one of the playground shade shackles was loose after a windstorm and has been repaired.

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- Landscape review – landscaping is doing well overall based on reviews.
 - Landscaper is planning on annual pruning of crape myrtles.
 - Grass is mowed and hedges are clean and neat.
 - Pool grasses were cut back to promote spring growth.
- Washouts by trail resurfaced. Gravel filed depression was created to collect the water runoff from trail.
- Damaged mitered end section in Citrus Isle was repoured.
- Minor site repairs and touchups.
 - Street sign straightening.
 - Cleaning of some areas in the playground.
- Added concrete to the climbing ladder where it was loose.

i. Consideration of Increased Pool Service Visits

Mr. Tindall presented the proposal for increased pool services due to increased bather load. Mr. Tindall described the increased services and workload before asking for a motion of approval. Staff does recommend the increase and will budget accordingly for the next fiscal year.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Increased Pool Service Visits, were approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register for review from November 29th through January 31st totaling \$872,960.09. Ms. Adams offered to answer any questions from the Board. Hearing none, she asked for a motion of approval.

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

ii. Balance Sheet & Income Statement

Ms. Adams reviewed the balance sheet & income statement through December. She asked for any questions, and noted that there is no action necessary from the Board.

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TENTH ORDER OF BUSINESS

Other Business

Ms. Adams noted that Mr. Bonin left the meeting and stated for the record that all further Board of Supervisor action did not include his participation.

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. 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