

**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, **December 12, 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
Rob Bonin	Assistant Secretary
Barry Bichard	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Grace Kobitter	District Counsel, KVVW Law
Chace Arrington <i>by Zoom</i>	District Engineer
Marshall Tindall	GMS Field Operations Manager

*The following is a summary of the discussions and actions taken at the December 12, 2023 Holly Hill Road East Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order. There were four Board members present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

December 12, 2023

Holly Hill Road East

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the October 10, 2023 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the October 10, 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 October 10, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of License Agreement with SwimKids USA**

Ms. Burns stated SwimKids USA is looking to renew their agreement. They have been on site for two years. They do lessons May through September. In the summertime, they are onsite daily and other times outside of that, they are there once a week. They do lessons in the mornings so the pool is more crowded. They do a per head fee.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Renewal of License Agreement with SwimKids USA and Authorizing Counsel to Draft Extension Agreement, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of License Agreement with Citrus Reserve HOA for Community Billboard**

Ms. Burns stated a request was received from the HOA to install a billboard or message board at the amenity facility. She noted they would pay for the board. If no objection, just looking for an authorization for Counsel to draft a license agreement which would allow them to install it on CDD property and they would maintain it.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the License Agreement with Citrus Reserve HOA for Community Billboard and Authorize Counsel to Draft Agreement, was approved.

December 12, 2023

Holly Hill Road East

**SIXTH ORDER OF BUSINESS**

**Presentation of Series 2017 Arbitrage Rebate Calculation Reports**

Ms. Burns explained under internal revenue code, the District is required to demonstrate that we do not earn more interest than we pay on the bonds. She noted on page 4 of the agenda, you will see a negative arbitrage amount so we do not earn more interest than we pay.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Series 2017 Arbitrage Rebate Calculation Reports, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Data Sharing and Usage Agreement with Polk County – ADDED**

Ms. Burns stated this is a renewal of the existing agreement.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Date Sharing and Usage Agreement with Polk County, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter stated that she had nothing to report.

**B. Engineer**

Mr. Arrington stated that he had nothing at this time.

**C. Field Manager's Report**

Mr. Tindall stated the amenity has been well maintained by the vendors. The pool and sidewalks are clean. He noted some minor maintenance was done on dog stations. Landscaping looks good. Monitored plants at the entrance for fill ins as some have been trampled. Stormwater items look good. A damaged picnic bench was repaired. Touch up cleaning was done to walls and entrance signs. Sidewalk reviews are being done.

December 12, 2023

Holly Hill Road East

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented the check register for review from September 27<sup>th</sup> through November 28<sup>th</sup>. Mr. Bichard asked on the insurance if the fee is annual and if it is really \$22,000 per year. Ms. Burns stated yes, it went up a lot.

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

**ii. Balance Sheet & Income Statement**

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

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**ELEVENTH 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*

3F3E5FA5C07E43B...

Secretary/Assistant Secretary

DocuSigned by:

*Adam Morgan*

D8F17F6DF602426...

Chairman/Vice Chairman