

**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, **June 11, 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 <i>joined late</i> | Vice Chairman |
| Rob Bonin | Assistant Secretary |
| Barry Bichard | Assistant Secretary |
| Kayla Word <i>by Zoom</i> | Assistant Secretary |

Also, present were:

| | |
|---------------------------------|------------------------------------|
| Tricia Adams | District Manager, GMS |
| Grace Kobitter | District Counsel, Kilinski Van Wyk |
| Rey Malave <i>by Zoom</i> | District Engineer, Dewberry |
| Chace Arrington <i>by Zoom</i> | District Engineer, Dewberry |
| Marshall Tindall <i>by Zoom</i> | Field Services Manager, GMS |

The following is a summary of the discussions and actions taken at the June 11, 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 four Board members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Hearing

A. Public Comment Period

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

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

Mr. Kewley joined the meeting at this time.

B. Consideration of Resolution 2024-09 Adopting Fiscal Year 2025 Budget and Relating to the Annual Appropriations

Ms. Adams stated this is the time for the members of the public to make comment regarding the proposed budget for FY2025. The Board previously met and approved a proposed budget and no changes have been made to that budget since that time. On page 11 of the agenda is the proposed Fiscal Year 2025 budget showing the assessments included on the tax roll at \$565,628. They are also anticipating intergovernmental revenue from North Boulevard CDD who has amenity reciprocity with Holly Hill Road East CDD and shares the amenity expenses. The total revenue being \$733,080. The administration section is the cost to the operate the District in accordance with Florida Statutes. The proposed amount is \$142,706. Field expenses proposed amount is \$290,120. The amenity expenses identified at \$241,854. There are 628 units. They are all assessed as one equivalent resident unit and the gross amount per unit is \$968.48 which is the amount that will be on the property tax bill for operations and maintenance fees in FY2025. Ms. Adams asked for public comment regarding the budget. Hearing none. She asked for a motion to closing the public hearing.

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

Ms. Adams asked if there is no discussion, is the Board ready to approve Resolution 2024-09.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-09 Adopting Fiscal Year 2025 Budget and Relating to the Annual Appropriations, was approved.

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C. Consideration of Resolution 2024-10 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Adams stated this resolution authorizes assessment and collection of the operations and maintenance fee in accordance with the adopted budget and also authorizes collection of the debt service fees on the property tax roll. Attached to this resolution will be the budget that the Board just approved as well as the assessment roll.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-10 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 14, 2024 Board of Supervisors Meeting

Ms. Adams presented the minutes of the May 14, 2024 Board of Supervisors meeting. She noted the minutes have been reviewed by District Counsel and District Manager. If there are no corrections from the Board members, is there a motion to approve as presented?

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Minutes of the May 14, 2024, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Encroachment Removal at 318 Citrus Isle Loop

Ms. Adams noted the field services staff in the course of inspecting District property discovered an encroachment at 318 Citrus Isle Loop. The District Manager’s office did send a letter to the property owner advising that there was an encroachment. Page 55 of the agenda identifies the location of this which is a side panel on a fence deterring the Districts ability to maintain their property. As a result of the property owner not responding to the letter from the District Manager’s office, the Board authorized a letter from District Counsel that was issued on March 15, 2024. The property has been inspected and the encroachment still exists.

Ms. Kobitter noted the Board has two options, send another letter stating if the encroachment isn’t removed in 14 days, the District will remove the fence that is on District property and the homeowner will be responsible for reimbursing the District for the removal expense. Also letting the homeowner know interfering with District property is a violation of their

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amenity privileges that could be suspended. The second would be to file an injunction with the court and have the court order the homeowner to remove the fence.

On MOTION by Mr. Bonin, seconded by Mr. Morgan, with all in favor, the Encroachment Removal at 318 Citrus Isle Loop - Authorized letter demanding removal or CDD will step in to remove and bill the property owner, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-11
Setting a Public Hearing to Update
Parking Rules**

Ms. Adams noted District roads in the community are owned and maintained by the CDD. The CDD has adopted parking rules that primarily has parking on one side of the roadway. There have been a few issues with parking that need to be addressed. She asked the Board to approve a resolution setting a public hearing for the August hearing date in order to amend and restate the parking rules. There is a working map not yet in final form in the agenda package. Mr. Morgan asked if this amended policy is going on the website before the public hearing for people to review. Ms. Adams noted the agenda will be on the website seven days in advance of the meeting.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-11 Setting a Public Hearing to Amend and Restate Parking Rules August 13, 2024 at 11:00 a.m., was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-12
Setting Landowner’s Election**

Ms. Adams stated this is setting a Landowner’s Election for November 12, 2024 at 11 a.m. The landowner’s seat will be seat #3 currently held by Chairman Adam Morgan. This current term expires in November 2024.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-12 Setting Landowners Election for November 12, 2024 at 11:00 a.m., was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-13
Setting Fiscal Year 2025 Meeting Schedule**

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Ms. Adams proposed that the Board meet at Alfred Public Library at 11 a.m. the second Tuesday of the month.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2024-13 Setting Fiscal Year 2025 Meeting Schedule, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kobitter had nothing to report.

B. Engineer

i. Presentation of Annual Stormwater Inspection Report

ii. Presentation of Annual Engineer's Report

Mr. Malave stated as required by the Master Indenture of the bonds, the Annual Engineer's Report needs to be prepared by the District Engineer to show that facilities owned by the District are in operating order and the District has set aside dollars sufficient to do operation and maintenance for those facilities. They repair an inspection report mostly of the stormwater system which is where most of the issues are and have provided that to staff. He is looking at where they will do some maintenance. Most of the facilities are in operating condition but need minor maintenance. This is included in the package as well as a final letter provided to the Indenture through the District as the prepared indicating sole which is the next item providing the facilities operation and maintenance has been taken care of and the District has provided funds for O&M of the said facilities. He asked for any questions. Mr. Morgan asked on the outflow structures with sediment buildup, does that fall under field services? Mr. Tindall noted he covered that in the last page of the Field Managers Report.

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

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C. Field Manager’s Report

Mr. Tindall presented the field manager’s report to the Board which can be found on page 81 of the agenda package.

D. District Manager’s Report

i. Reminder of Form 1 Filing Requirement Deadline – July 1

Ms. Adams reminded the Board of electronically filing Form 1 by July 1st.

ii. Approval of Check Register

Ms. Adams presented the check register for review from April 1, 2024 through April 30, 2024 totaling \$56,169.75. Immediately following the register is a detailed run summary.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Check Register totaling \$56,169.75, was approved.

iii. Balance Sheet & Income Statement

Ms. Adams reviewed the unaudited financials through April 30, 2024 on page 98 of the agenda package. She asked for any questions and noted there is nothing to bring to the Boards attention. Mr. Bichard asked about the wall panel replacement that is referenced. Ms. Adams noted it will occur this current fiscal year so will be a contingency expenditure general repair. There will be offsetting revenue from the insurance provider less the deductible.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Adams opened the audience comments for audience members.

Resident Courtney Taylor (204 Citrus Isle Loop) commented on the 318 Citrus Isle Loop that homeowner wouldn’t care if you suspend her pool pass. She has her own pool. The CDD will be eating the cost on that. No parking signs on corners and the map isn’t clear. Parked cars with expired plates or no license plates. Cars parked at pool overnight. Resident suggested looking for a new tow company. Vehicle with trailer parked for days and never been towed. No lights or

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coverings over mailboxes, resident asked whose responsibility is that. Mr. Bonin noted that isn't a requirement by the USPS. People complaining about residents parking up against aprons so they cannot safely pull out or in their driveways. Is there a law pertaining to that? Ms. Adams noted she would talk with the resident offline as they are amending and restating the parking rules and provide guidance on contacting law enforcement.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

Signed by:

Tricia Adams

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Secretary/Assistant Secretary

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Adam Morgan

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Chairman/Vice Chairman