

*Holly Hill Road East
Community Development District*

Agenda

April 8, 2025

AGENDA

Holly Hill Road East

Community Development District

219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

April 1, 2025

**Board of Supervisors
Holly Hill Road East
Community Development District**

Dear Board Members:

A meeting of the Board of Supervisors of **Holly Hill Road East Community Development District** will be held **Tuesday, April 8, 2025 at 11:00 AM** at the **Lake Alfred Public Library, 245 N. Seminole Ave, Lake Alfred, FL 33850.**

Those members of the public wishing to attend the meeting can do so using the information below:

Zoom Video Link: <https://us06web.zoom.us/j/81664804962>

Zoom Call-In Information: 1-646-876-9923

Meeting ID: 816 6480 4962

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Approval of the Minutes of the March 11, 2025 Board of Supervisors Meeting
4. Ratification of License Agreement with Pool Skool, Inc. for Fiscal Years 2025 & 2026
5. Consideration of Resolution 2025-08 Authorizing Investment of Surplus Funds
6. Consideration of Resolution 2025-09 Redesignating Location of Local District Records Office
7. Appointment of Audit Committee and Chairman
8. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Field Manager's Report
 - D. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
 - iii. Review of Towing Enforcement Report
9. Other Business
10. Supervisors Requests and Audience Comments

10. Adjournment

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Audit Services
 - A. Approval of Request for Proposals and Selection Criteria
 - B. Approval of Notice of Request for Proposals for Audit Services
 - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

Sincerely,
Tricia L. Adams
Tricia L. Adams
District Manager

MINUTES

**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, **March 11, 2025**, 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
Rob Bonin	Vice Chairman
Courtney Taylor	Assistant Secretary
Hansen Wong	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Chace Arrington <i>by Zoom</i>	District Engineer
Joey Duncan <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 March 11, 2025 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 at 11:01 a.m. Four Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams noted no members of the public were present.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the February 11, 2025 Board of Supervisors Meeting

Ms. Adams presented the minutes from the February 11, 2025 Board of Supervisors meeting. She noted that a draft of the minutes has been reviewed by District staff and District Counsel. The Board had no changes to the minutes.

On MOTION by Mr. Morgan, seconded by Mr. Wong, with all in favor, the Minutes of the February 11, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Renewal of Addendum for License Agreement with Pool Skool, Inc. for Fiscal Year 2025 and 2026

Ms. Adams stated because the schedule has changed from the previous year an agreement addendum is required to approve swim lessons for the 2025 and 2026 seasons. The agreement would be the same as what was previously approved other than the change to the schedule. Ms. Adams advised the agreement could have terms that include a flat fee instead of a per head stipend payable to the District.

On MOTION by Mr. Morgan, seconded by Mr. Wong, with all in favor, the Renewal of Addendum for License Agreement with Pool Skool, Inc. for Fiscal Year 2025 and 2026, was approved.
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FIFTH ORDER OF BUSINESS

Consideration of Addendum to Agreement with S&S Towing and Recovery

Ms. Adams stated this agreement addendum is a result of the towing policies being amended. Each time the policies are amended, the towing service agreement is amended to make sure S&S Towing is acknowledging the new policies.

On MOTION by Mr. Morgan, seconded by Mr. Taylor, with all in favor, the Addendum to Agreement with S&S Towing and Recovery, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-07 Approving Proposed Fiscal Year 2026 Budget and Setting a Public Hearing

Ms. Adams stated this resolution approves the proposed budget for FY2026 and sets the public hearing. The proposed date for the public hearing is June 10, 2025. This will allow the budget to be transmitted to Polk County, the City of Davenport, and they will post the budget on the District's website in accordance with Florida Statutes. The proposed budget is attached to this resolution. Ms. Adams reviewed the proposed budget. Ms. Rinaldi pointed out an error on Resolution 2025-07 to be corrected to the correct Fiscal Year 2026.

On MOTION by Mr. Morgan, seconded by Mr. Taylor, with all in favor, Resolution 2025-07 Approving the Proposed Fiscal Year 2026 Budget and Setting the Public Hearing for June 10, 2025, was approved as amended.

SEVENTH ORDER OF BUSINESS

Review of Suspension of Amenity Access Privileges at 732 Citrus Reserve Boulevard

Ms. Adams updated the Board on the property owner allowing juveniles to play in CDD common areas not intended for recreational use. A suspension letter was sent on March 4th. Mr. Morgan recommended leaving it at a two-week suspension until March 18th.

On MOTION by Mr. Morgan, seconded by Mr. Taylor, with all in favor, the Suspension of Amenity Access Privileges at 732 Citrus Reserve Boulevard until March 18th, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rinaldi had nothing to report but offered to take questions.

B. Engineer

Mr. Arrington had nothing to report but offered to take any questions.

C. Field Manager's Report

Mr. Tindall presented the Field Manager's Report on page 53 of the agenda package.

i. Consideration of Proposals for Road Repairs

Mr. Tindall presented proposals from Tucker, ACPLM, and All Asphalt Services. No action was taken, and this item was deferred until Mr. Tindall can obtain revised proposals.

ii. Consideration of Proposal for Landscape and Mulch Replacement

Mr. Tindall presented a proposal for plant fill ins and mulch replacement. These proposals are all budgeted for.

On MOTION by Mr. Morgan, seconded by Mr. Taylor, with all in favor, the Proposal for Landscape and Mulch Replacement, was approved.

iii. Consideration of Additional Pool Furniture

Mr. Morgan recommended a NTE amount of \$6,000 for additional pool furniture.

On MOTION by Mr. Morgan, seconded by Mr. Taylor, with all in favor, the Additional Pool Furniture NTE \$6,000, was approved.

iv. Review of Request for Service Increase from Resort Pool Services

Ms. Adams noted for the next fiscal year Resort Pools is requesting a 3% increase. The increase will take effect in October 2025.

On MOTION by Mr. Morgan, seconded by Mr. Taylor, with all in favor, the Service Increase from Resort Pool Services, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register from February 1st, 2025 through February 28th, 2025 totaling \$741,348.74. Immediately following the check register is a detailed run summary.

On MOTION by Mr. Morgan, seconded by Mr. Wong, with all in favor, the Check Register totaling \$741,348.74, was approved.

ii. Balance Sheet & Income Statement

Ms. Adams reviewed the unaudited financials through the end of January.

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. Bonin, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

**ACKNOWLEDGEMENT AND ADDENDUM TO LICENSE AGREEMENT BY AND
BETWEEN HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT
AND POOLSKOOL USA INC. REGARDING THE USE OF THE DISTRICT'S
AQUATIC FACILITIES**

THIS ADDENDUM (“Addendum”) is made and entered into as of this ____ day of March 2025, by and between:

HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in the City of Davenport, Florida, with a mailing address of c/o Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 (the “District”), and

POOLSKOOL USA INC., a Florida corporation, with a mailing address of 10601 Lake Louisa Road, Clermont, Florida 34711 (“Licensee”, and together with the District, the “Parties”).

RECITALS

WHEREAS, the District and Licensee previously entered into that certain *License Agreement Regarding Use of the District's Aquatic Facilities*, dated March 2, 2022, as amended from time to time (together, the “License Agreement”), incorporated herein by this reference; and

WHEREAS, Section 3 of the License Agreement provides the License Agreement shall automatically renew for additional one (1) year terms following the initial term; and

WHEREAS, the District and Licensee now desire to acknowledge renewal of the Agreement for an additional term as set forth in this Addendum and make modifications to the terms of the same related to compensation and the schedule for the renewal term, and to include certain provisions to the Agreement; and

WHEREAS, the District and Licensee each represent that it has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the Parties, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

SECTION 1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated herein and form a material part of this Addendum.

SECTION 2. RENEWAL OF LICENSE AGREEMENT. The License Agreement is hereby renewed for an additional term starting on May 1, 2025, through September 30, 2025, for hosting

swim lessons. At the conclusion of the additional term, the License Agreement shall automatically renew for an additional term starting May 1, 2026, through September 30, 2026, unless terminated earlier in accordance with the terms of the License Agreement. The additional terms shall be in accordance with the schedules attached hereto as **Exhibit A** and incorporated herein by reference. In consideration of use of certain portions of the Amenity Facility, as defined in the License Agreement, Licensee agrees to the terms and conditions of the License Agreement.

SECTION 3. AMENDMENT OF THE LICENSE AGREEMENT. Pursuant to Section 17 of the License Agreement, the District and Licensee agree Section 2.E. of the License Agreement is hereby amended and replaced in its entirety as follows:

E. Swim lessons shall be open to Patrons of the District. Patrons of the District shall be given priority when filling availability in swim lesson classes; however, for the term of this Agreement, if any swim lesson class is not at capacity, non-residents may participate subject to Licensee's payment of a fee of \$500 (Five Hundred Dollars) per month for each month of the term. Licensee shall remit the non-resident participation fee to the District c/o District Manager, Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801.

SECTION 4. AFFIRMATION OF THE LICENSE AGREEMENT. The License Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the Parties. Except as described in this Addendum, nothing herein shall modify the rights and obligations of the Parties under the License Agreement. All of the remaining provisions, including, but not limited to, compensation, indemnification, and sovereign immunity provisions, remain in full effect and fully enforceable.

SECTION 5. AUTHORIZATION. The execution of this Addendum has been duly authorized by the appropriate body or official of the District and Licensee, both the District and Licensee have complied with all the requirements of law, and both the District and Licensee have full power and authority to comply with the terms and provisions of this Addendum.

SECTION 6. EXECUTION IN COUNTERPARTS. This Addendum may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument.

SECTION 7. ANTI-HUMAN TRAFFICKING REQUIREMENTS. Licensee certifies, by acceptance of this Addendum, that neither it nor its principals utilize coercion for labor or services as defined in Section 787.06, *Florida Statutes*. Licensee agrees to execute the affidavit, in a form acceptable to the District, in compliance with Section 787.06(13), *Florida Statutes*.

[signatures on following page]

IN WITNESS WHEREOF, the Parties execute this Addendum the day and year first written above.

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

DocuSigned by:
Adam Morgan

Chairperson, Board of Supervisors

POOLSKOOL USA INC., a Florida corporation

Signed by:
Kimberly Albert

By: Kim Albert
Its: Owner

Exhibit A: Schedule

Exhibit A Schedule

Summer 2025 Dates

Times: 8am – 1:30pm

	WEEKEND CLASSES Saturdays & Sundays	WEEKDAY CLASSES Monday - Thursday
May	May 10 th – June 1 st	
June	June 7 th – June 29 th	A: June 2 nd – June 12 th B: June 16 th – June 26 th
July	July 12 th – August 3 rd	C: July 7 th – July 17 th
August	August 9 th – August 31 st	
September	September 6 th – 28 th	
	No classes: July 5 th & July 6 th	No classes June 30 th – July 4 th

Summer 2026 Dates

Times: 8am – 1:30pm

	WEEKEND CLASSES Saturdays & Sundays	WEEKDAY CLASSES Monday - Thursday
May	May 9 th – May 31 st	
June	June 6 th – June 28 th	A: June 8 th – June 18 th B: June 22 nd – July 2 nd
July	July 11 th – August 2 nd	C: July 13 th – July 23 rd
August	August 8 th – August 30 th	
September	September 5 th – 27 th	
	No classes: July 4 th & July 5 th	No classes June 29 th – July 3 rd

SECTION V

RESOLUTION 2025-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE INVESTMENT OF PUBLIC FUNDS IN EXCESS OF AMOUNTS NEEDED TO MEET CURRENT OPERATING EXPENSES, IN ACCORDANCE WITH SECTION 218.415(17), *FLORIDA STATUTES*; APPOINTING THE DISTRICT MANAGER AS ITS LEGAL REPRESENTATIVE WITH RESPECT TO SAID ACCOUNT AND PROVIDING FOR THE DURATION OF SAID AUTHORIZATION; AND REPEALING RESOLUTION 2017-22.

WHEREAS, the Holly Hill Road East Community Development District (“**District**”) is a local unit of special purpose government created and existing under Chapter 190, Florida Statutes, and situated within the City of Davenport, Florida; and

WHEREAS, the District finds that from time to time it has funds on hand in excess of current needs; and

WHEREAS, it is in the best interest of the District and its landowners that said excess funds be invested to return the highest yield consistent with proper safeguards and the District’s currently-adopted policies regarding the deposit of public funds.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby adopts the alternative investment guidelines for the investment of public funds in excess of the amounts needed to meet current operating expenses, in accordance with Section 218.415(17), *Florida Statutes*. The District may invest in the following instruments and may divest itself of investments, at prevailing prices or rates:

- a. The Local Government Surplus Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01, *Florida Statutes*.
- b. Securities and Exchange Commission registered money market funds with the highest quality rating from nationally recognized rating agency.
- c. Interest-bearing time deposits or savings accounts in qualified public depositories, as defined in Section 280.02, *Florida Statutes*.
- d. Direct obligations of the U.S. Treasury.

Securities listed in paragraphs c. and d. shall be invested to provide sufficient liquidity to pay obligations as they come due.

SECTION 2. That the District Manager, Governmental Management Services – Central Florida, LLC, and its designee, as legal representative(s) of the District are hereby authorized to

act as the administrator(s) for the invested funds, including funds held at the State Board of Administration.

SECTION 3. The District Manager and/or its designee shall have the authority to establish an account(s) on behalf of the District, withdraw funds from or transmit funds to said account(s), establish funds transfer instructions, name designee(s), and initiate changes to this information, as required and approved by the Board or Chairperson of the Board, as applicable.

SECTION 4. That this authorization shall be continuing in nature until revoked by the District or until a new legal representative is appointed.

SECTION 5. Resolution 2017-22, which was previously adopted by the District Board of Supervisors on July 19, 2017, is hereby repealed.

SECTION 6. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 8th day of April 2025.

ATTEST:

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

SECTION VI

RESOLUTION 2025-09

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT RE-DESIGNATING THE PRINCIPAL HEADQUARTERS OF THE DISTRICT; RE-DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Holly Hill Road East Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Davenport, Polk County, Florida; and

WHEREAS, the District desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s principal headquarters for the purpose of establishing proper venue shall be located at 127 Bergamot Loop, Davenport, FL 33837, within Polk County, Florida.

SECTION 2. The District’s local records office shall be located at: 127 Bergamot Loop, Davenport, FL, 33837.

SECTION 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 8TH DAY OF APRIL 2025.

ATTEST:

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson / Vice Chairperson
Board of Supervisors

SECTION VIII

SECTION C

Holly Hill Road East CDD

Field Management Report

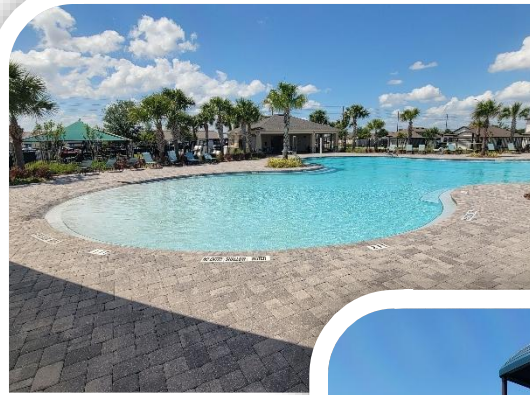


April 08, 2025
Marshall Tindall
Field Services Manager
GMS

Complete

Amenity Review

- ✚ Amenity maintenance is satisfactory.
- ✚ Sink faucet was replaced.
- ✚ Additional furniture was ordered as approved at last meeting.
- ✚ Additional janitorial visit was arranged during spring break week.
- ✚ Pool gate is being adjusted to correct alignment.
- ✚ Missing drop pin at Citrus Pointe playground gate is being replaced.



Complete

Landscape Review

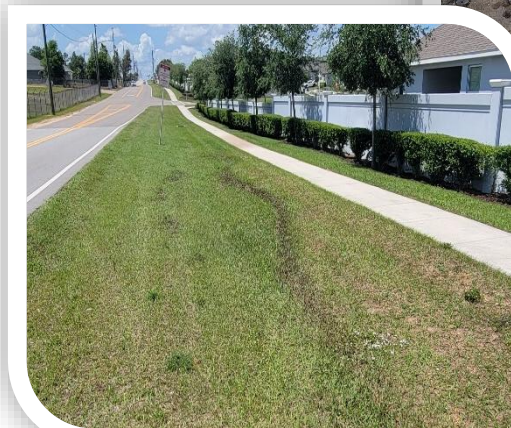
- Overall maintenance satisfactory.
- Mulch was executed along walls for all communities. Minor fill in work and touch up sod was approved and is on schedule for this month.
- Reviewing adjustment to Reserve entrance planter to improve resilience to washout.



In Progress

Site Items & General Maintenance

- ✚ Minor fence blowouts from gusty storms are being tracked.
- ✚ Working to repair & reinforce a couple of washout areas.
- ✚ Soliciting updated RFPs for road repair.



Upcoming

Site Items & General Maintenance

- ✚ CDD tract sidewalk area cleaning.



Site Items

Site Items & General Maintenance

- ✚ Soliciting updated estimates for repair.



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-346-2453, or by email at mtindall@gmscfl.com. Thank you.

Respectfully,
Marshall Tindall

SECTION D

SECTION 1

Holly Hill Road East Community Development District

Summary of Check Register

March 1, 2025 to March 31, 2025

Fund	Date	Check No.'s	Amount
General Fund	3/3/25	193-197	\$ 6,212.29
	3/17/25	198-202	\$ 26,036.72
	3/27/25	203	\$ 397.80
	3/31/25	204-205	\$ 4,599.97
			<u>\$ 37,246.78</u>
<u>March Supervisors</u>			
	Adam Morgan	50009	\$ 184.70
	Courtney Taylor	50010	\$ 184.70
	Hansen Wong	50011	\$ 184.70
	Patrick Bonin	50012	\$ 184.70
			<u>\$ 738.80</u>
Total Amount			<u>\$ 37,985.58</u>

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/03/25	00041	2/27/25 14411	202502 330-53800-48600 MONTHLY CLEAN SVC- FEB25	CLEAN STAR SERVICES OF CENTRAL FL	*	1,255.00	1,255.00 000193
3/03/25	00063	2/24/25 22438684	202501 310-51300-31100 ENGINEERING SVC- JAN25	DEWBERRY ENGINEERS INC.	*	262.50	262.50 000194
3/03/25	00058	2/21/25 11384	202501 310-51300-31500 DISRTICT COUNSEL- JAN25	KILINSKI VAN WYK PLLC	*	2,483.54	2,483.54 000195
3/03/25	00025	2/14/25 16500	202502 320-53800-47300 RPR LATERAL BREAK & SPRAY	PRINCE & SONS INC.	*	154.93	236.25 000196
		2/26/25 16607	202502 320-53800-47300 REPLACE SPRAY NOZZLE		*	81.32	
3/03/25	00050	3/01/25 26580	202503 330-53800-48100 POOL MAINTENANCE- MAR25	RESORT POOL SERVICES	*	1,975.00	1,975.00 000197
3/17/25	00001	1/31/25 235	202501 320-53800-46000 GENERAL MAINT- JAN25		*	500.00	
		3/01/25 233	202503 310-51300-34000 MANAGEMENT FEES- MAR25		*	3,750.00	
		3/01/25 233	202503 310-51300-35200 WEBSITE ADMIN- MAR25		*	105.00	
		3/01/25 233	202503 310-51300-35100 INFO TECH- MAR25		*	157.50	
		3/01/25 233	202503 310-51300-31300 DISSEM. AGNT SVC- MAR25		*	600.00	
		3/01/25 233	202503 330-57200-12000 AMENITY ACCESS- MAR25		*	525.00	
		3/01/25 233	202503 310-51300-51000 OFFICE SUPPLIES- MAR25		*	.42	
		3/01/25 233	202503 310-51300-42000 POSTAGE - MAR25		*	58.60	
		3/01/25 233	202503 310-51300-42500 COPIES- MAR25		*	5.10	
		3/01/25 234	202503 320-53800-12000 FIELD MANAGEMENT- MAR25		*	1,666.67	
				GOVERNMENTAL MANAGEMENT SERVICES-CF			7,368.29 000198
3/17/25	00021	3/03/25 27459011	202503 330-53800-48000 PEST CONTROL- MAR25	ORKIN	*	77.00	77.00 000199

HHRD HOLLY HILL CDD CWRIGHT

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/17/25	00025	9/24/24 14722	202410 320-53800-47300		*	114.85	
		REPLACE SPRAY NOZZLES					
		2/28/25 16777	202502 320-53800-47300		*	81.32	
		REPLACE NOZZLE SPRAY					
		3/01/25 16669	202503 330-53800-48200		*	1,549.00	
		AMENITY LANDSCAPE- MAR25					
		3/01/25 16669	202503 320-53800-46200		*	11,082.75	
		LANDSCAPE MAINT- MAR25					
PRINCE & SONS INC.						12,827.92	000200
3/17/25	00068	2/28/25 12077558	202502 330-53800-12200		*	1,722.88	
		SECURITY SVC- FEB25					
SECURITAS SECURITY SERVICES USA						1,722.88	000201
3/17/25	00031	2/19/25 7650602	202502 310-51300-32300		*	4,040.63	
		TRUSTEE FEES FY25					
US BANK						4,040.63	000202
3/27/25	00083	3/26/25 03262025	202503 300-21700-10000		*	397.80	
		IRS TAX PAYMENT 03.26.25					
UNITED STATES TREASURY						397.80	000203
3/31/25	00063	3/24/25 22441481	202502 310-51300-31100		*	115.00	
		ENGINEERING SVCS- FEB25					
DEWBERRY ENGINEERS INC.						115.00	000204
3/31/25	00058	3/19/25 11634	202502 310-51300-31500		*	4,484.97	
		GENERAL COUNSEL- FEB25					
KILINSKI VAN WYK PLLC						4,484.97	000205
TOTAL FOR BANK C						37,246.78	
TOTAL FOR REGISTER						37,246.78	

SECTION 2

Holly Hill Road East
Community Development District

Unaudited Financial Reporting
February 28, 2025



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Holly Hill Road East
Community Development District
Combined Balance Sheet
February 28, 2025

	General Fund	Debt Service Fund	Capital Projects Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account	\$ 581,952	\$ -	\$ -	\$ -	\$ 581,952
Money Market Account	\$ -	\$ -	\$ -	\$ 122,066	\$ 122,066
Investments:					
Series 2017					
Reserve	\$ -	\$ 113,777	\$ -	\$ -	\$ 113,777
Revenue	\$ -	\$ 312,210	\$ -	\$ -	\$ 312,210
Prepayment	\$ -	\$ 738	\$ -	\$ -	\$ 738
Redemption	\$ -	\$ 203	\$ -	\$ -	\$ 203
Series 2018					
Reserve	\$ -	\$ 61,656	\$ -	\$ -	\$ 61,656
Revenue	\$ -	\$ 166,536	\$ -	\$ -	\$ 166,536
Prepayment	\$ -	\$ 272	\$ -	\$ -	\$ 272
Construction	\$ -	\$ -	\$ 57	\$ -	\$ 57
Series 2020 A3					
Reserve	\$ -	\$ 121,330	\$ -	\$ -	\$ 121,330
Revenue	\$ -	\$ 274,082	\$ -	\$ -	\$ 274,082
Construction	\$ -	\$ -	\$ 0	\$ -	\$ 0
Cost of Issuance	\$ -	\$ -	\$ 0	\$ -	\$ 0
Project Rating Agency	\$ -	\$ -	\$ 22,332	\$ -	\$ 22,332
Series 2020 A4					
Reserve	\$ -	\$ 95,700	\$ -	\$ -	\$ 95,700
Revenue	\$ -	\$ 220,037	\$ -	\$ -	\$ 220,037
Construction	\$ -	\$ -	\$ 0	\$ -	\$ 0
Deposits	\$ 1,160	\$ -	\$ -	\$ -	\$ 1,160
Due from General Fund	\$ -	\$ 4,258	\$ -	\$ -	\$ 4,258
Prepaid Expenses	\$ 1,293	\$ -	\$ -	\$ -	\$ 1,293
Total Assets	\$ 584,405	\$ 1,370,799	\$ 22,389	\$ 122,066	\$ 2,099,659
Liabilities:					
Accounts Payable	\$ 15,852	\$ -	\$ -	\$ -	\$ 15,852
Due to Debt Service	\$ 4,258	\$ -	\$ -	\$ -	\$ 4,258
Total Liabilities	\$ 20,110	\$ -	\$ -	\$ -	\$ 20,110
Fund Balance:					
Nonspendable:					
Deposits & Prepaid Items	\$ 2,453	\$ -	\$ -	\$ -	\$ 2,453
Restricted for:					
Debt Service - Series 2017	\$ -	\$ 428,177	\$ -	\$ -	\$ 428,177
Debt Service - Series 2018	\$ -	\$ 229,137	\$ -	\$ -	\$ 229,137
Debt Service - Series 2020 A3	\$ -	\$ 396,708	\$ -	\$ -	\$ 396,708
Debt Service - Series 2020 A4	\$ -	\$ 316,777	\$ -	\$ -	\$ 316,777
Capital Projects	\$ -	\$ -	\$ 22,389	\$ -	\$ 22,389
Unassigned	\$ 561,842	\$ -	\$ -	\$ 122,066	\$ 683,908
Total Fund Balances	\$ 564,295	\$ 1,370,799	\$ 22,389	\$ 122,066	\$ 2,079,549
Total Liabilities & Fund Balance	\$ 584,405	\$ 1,370,799	\$ 22,389	\$ 122,066	\$ 2,099,659

Holly Hill Road East
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
<u>Revenues:</u>				
Assessments - Tax Roll	\$ 565,628	\$ 557,871	\$ 557,871	\$ -
Inta-Governmental Revenue	\$ 92,509	\$ -	\$ -	\$ -
Other Income	\$ -	\$ -	\$ 120	\$ 120
Total Revenues	\$ 658,137	\$ 557,871	\$ 557,991	\$ 120
<u>Expenditures:</u>				
<u>General & Administrative</u>				
Supervisor Fees	\$ 12,000	\$ 5,000	\$ 3,000	\$ 2,000
FICA Expenses	\$ -	\$ -	\$ 138	\$ (138)
Engineering Fees	\$ 10,000	\$ 4,167	\$ 378	\$ 3,789
Legal Services	\$ 25,000	\$ 10,417	\$ 13,218	\$ (2,801)
Arbitrage	\$ 1,800	\$ 900	\$ 900	\$ -
Dissemination	\$ 7,200	\$ 3,000	\$ 3,000	\$ -
Assessment Administration	\$ 5,565	\$ 5,565	\$ 5,565	\$ -
Annual Audit	\$ 4,100	\$ -	\$ -	\$ -
Trustee Fees	\$ 15,839	\$ 14,829	\$ 14,829	\$ -
Management Fees	\$ 45,000	\$ 18,750	\$ 18,750	\$ -
Information Technology	\$ 1,890	\$ 788	\$ 788	\$ -
Website Maintenance	\$ 1,260	\$ 525	\$ 525	\$ -
Telephone	\$ 100	\$ 42	\$ -	\$ 42
Postage & Delivery	\$ 750	\$ 313	\$ 523	\$ (211)
Copies	\$ 1,000	\$ 417	\$ 71	\$ 346
Office Supplies	\$ 200	\$ 83	\$ 1	\$ 82
Insurance	\$ 7,127	\$ 7,127	\$ 6,631	\$ 496
Legal Advertising	\$ 2,500	\$ 1,042	\$ 959	\$ 83
Contingency	\$ 1,200	\$ 500	\$ 535	\$ (35)
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative	\$ 142,706	\$ 73,637	\$ 69,985	\$ 3,652

Holly Hill Road East
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
<u>Operations & Maintenance</u>				
Field Expenditures				
Field Management	\$ 20,000	\$ 8,333	\$ 8,333	\$ (0)
Electric	\$ 10,000	\$ 4,167	\$ 3,431	\$ 736
Streetlighting	\$ 46,200	\$ 19,250	\$ 15,970	\$ 3,280
Property Insurance	\$ 9,327	\$ 9,327	\$ 5,773	\$ 3,554
Landscape Maintenance	\$ 142,593	\$ 59,414	\$ 55,414	\$ 4,000
Landscape Contingency	\$ 22,000	\$ 9,167	\$ 550	\$ 8,617
Irrigation Repairs	\$ 7,500	\$ 3,125	\$ 1,751	\$ 1,374
Sidewalk Repairs & Maintenance	\$ 5,000	\$ 2,083	\$ -	\$ 2,083
General Repairs & Maintenance	\$ 17,500	\$ 7,292	\$ 15,333	\$ (8,042)
Contingency	\$ 10,000	\$ 4,167	\$ 3,599	\$ 568
Subtotal Field Expenditures	\$ 290,120	\$ 126,324	\$ 110,154	\$ 16,170
Amenity Expenditures				
Property Insurance	\$ 17,864	\$ 17,864	\$ 14,134	\$ 3,730
Amenity Landscaping	\$ 18,588	\$ 7,745	\$ 7,745	\$ -
Amenity Landscape Replacement	\$ 13,000	\$ 5,417	\$ -	\$ 5,417
Electric	\$ 23,760	\$ 9,900	\$ 7,955	\$ 1,945
Water	\$ 680	\$ 283	\$ 260	\$ 23
Internet	\$ 2,376	\$ 990	\$ 720	\$ 270
Janitorial Services	\$ 16,900	\$ 7,042	\$ 6,282	\$ 760
Pest Control	\$ 840	\$ 350	\$ 349	\$ 1
Amenity Access Management	\$ 6,300	\$ 2,625	\$ 2,625	\$ -
Security Services	\$ 33,886	\$ 14,119	\$ 9,599	\$ 4,520
Amenity Repairs & Maintenance	\$ 19,800	\$ 8,250	\$ 1,890	\$ 6,360
Pool Maintenance	\$ 23,700	\$ 9,875	\$ 10,325	\$ (450)
Playground Lease	\$ 52,129	\$ 21,721	\$ 6,882	\$ 14,839
Contingency	\$ 12,031	\$ 5,013	\$ 2,140	\$ 2,873
Subtotal Amenity Expenditures	\$ 241,854	\$ 111,193	\$ 70,906	\$ 40,287
Total Operations & Maintenance	\$ 531,974	\$ 237,517	\$ 181,060	\$ 56,457
Total Expenditures	\$ 674,680	\$ 311,154	\$ 251,045	\$ 60,109
Excess (Deficiency) of Revenues over Expenditures	\$ (16,543)		\$ 306,946	
<u>Other Financing Sources/(Uses):</u>				
Transfer Out - Capital Reserve	\$ (58,400)	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ (58,400)	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (74,943)		\$ 306,946	
Fund Balance - Beginning	\$ 74,943		\$ 257,349	
Fund Balance - Ending	\$ -		\$ 564,295	

Holly Hill Road East

Community Development District

Debt Service Fund Series 2017

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 229,722	\$ 226,571	\$ 226,571	\$ -
Interest	\$ 6,501	\$ 2,709	\$ 4,194	\$ 1,486
Total Revenues	\$ 236,223	\$ 229,279	\$ 230,765	\$ 1,486
Expenditures:				
Interest - 11/1	\$ 76,016	\$ 76,016	\$ 76,016	\$ -
Principal - 5/1	\$ 75,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 76,016	\$ -	\$ -	\$ -
Total Expenditures	\$ 227,033	\$ 76,016	\$ 76,016	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 9,190		\$ 154,749	
Fund Balance - Beginning	\$ 157,351		\$ 273,428	
Fund Balance - Ending	\$ 166,542		\$ 428,177	

Holly Hill Road East

Community Development District

Debt Service Fund Series 2018

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 123,938	\$ 122,238	\$ 122,238	\$ -
Interest	\$ 3,489	\$ 1,454	\$ 2,242	\$ 789
Total Revenues	\$ 127,427	\$ 123,692	\$ 124,480	\$ 789
Expenditures:				
Interest - 11/1	\$ 42,719	\$ 42,719	\$ 42,719	\$ -
Principal - 5/1	\$ 35,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 42,719	\$ -	\$ -	\$ -
Total Expenditures	\$ 120,438	\$ 42,719	\$ 42,719	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 6,990		\$ 81,762	
Fund Balance - Beginning	\$ 84,472		\$ 147,376	
Fund Balance - Ending	\$ 91,462		\$ 229,137	

Holly Hill Road East

Community Development District

Debt Service Fund Series 2020 A3

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 238,365	\$ 235,095	\$ 235,095	\$ -
Interest	\$ 6,166	\$ 1,684	\$ 4,041	\$ 2,357
Total Revenues	\$ 244,532	\$ 236,779	\$ 239,136	\$ 2,357
Expenditures:				
Interest - 11/1	\$ 85,000	\$ 85,000	\$ 85,000	\$ -
Principal - 11/1	\$ 65,000	\$ 65,000	\$ 65,000	\$ -
Interest - 5/1	\$ 83,700	\$ -	\$ -	\$ -
Total Expenditures	\$ 233,700	\$ 150,000	\$ 150,000	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 10,832		\$ 89,136	
Fund Balance - Beginning	\$ 184,378		\$ 307,572	
Fund Balance - Ending	\$ 195,210		\$ 396,708	

Holly Hill Road East

Community Development District

Debt Service Fund Series 2020 A4

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 191,400	\$ 188,774	\$ 188,774	\$ -
Interest	\$ 4,519	\$ 1,883	\$ 2,763	\$ 880
Total Revenues	\$ 195,918	\$ 190,657	\$ 191,537	\$ 880
Expenditures:				
Interest - 11/1	\$ 61,200	\$ 61,200	\$ 61,200	\$ -
Principal - 5/1	\$ 70,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 61,200	\$ -	\$ -	\$ -
Total Expenditures	\$ 192,400	\$ 61,200	\$ 61,200	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 3,518		\$ 130,337	
Fund Balance - Beginning	\$ 88,897		\$ 186,440	
Fund Balance - Ending	\$ 92,416		\$ 316,777	

Holly Hill Road East
Community Development District
Combined Capital Project Funds
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 28, 2025

	Series		Series		Series		
	2018		2020 A3		2020 A4		Total
<u>Revenues</u>							
Interest	\$	1	\$	400	\$	-	\$ 400
Total Revenues	\$	1	\$	400	\$	-	\$ 400
<u>Expenditures:</u>							
Capital Outlay	\$	-	\$	-	\$	-	\$ -
Total Expenditures	\$	-	\$	-	\$	-	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$	1	\$	400	\$	-	\$ 400
Net Change in Fund Balance	\$	1	\$	400	\$	-	\$ 400
Fund Balance - Beginning	\$	56	\$	21,933	\$	0	\$ 21,989
Fund Balance - Ending	\$	57	\$	22,332	\$	0	\$ 22,389

Holly Hill Road East

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
Revenues:				
Interest	\$ 1,235	\$ 1,235	\$ 2,012	\$ 777
Total Revenues	\$ 1,235	\$ 1,235	\$ 2,012	\$ 777
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 1,235		\$ 2,012	
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ 58,400	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ 58,400	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 59,635		\$ 2,012	
Fund Balance - Beginning	\$ 119,506		\$ 120,054	
Fund Balance - Ending	\$ 179,141		\$ 122,066	

Holly Hill Road East
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Assessments - Tax Roll	\$ -	\$ 13,372	\$ 538,513	\$ 4,160	\$ 1,826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 557,871
Inta-Governmental Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income	\$ -	\$ 90	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120
Total Revenues	\$ -	\$ 13,462	\$ 538,513	\$ 4,190	\$ 1,826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 557,991

Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ 1,200	\$ -	\$ -	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
FUCA Expenses	\$ -	\$ -	\$ -	\$ -	\$ 138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138
Engineering Fees	\$ -	\$ -	\$ -	\$ 263	\$ 115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 378
Legal Services	\$ 1,220	\$ 4,236	\$ 794	\$ 2,484	\$ 4,485	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,218
Arbitrage	\$ -	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900
Dissemination	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Assessment Administration	\$ 5,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,565
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ 4,323	\$ -	\$ 6,465	\$ -	\$ 4,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,829
Management Fees	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,750
Information Technology	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 788
Website Maintenance	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ 137	\$ 47	\$ 102	\$ 224	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 523
Copies	\$ -	\$ -	\$ 4	\$ 23	\$ 44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71
Office Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
Insurance	\$ 6,631	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,631
Legal Advertising	\$ 959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 959
Contingency	\$ 106	\$ 106	\$ 106	\$ 106	\$ 111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 535
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative	\$ 23,729	\$ 11,102	\$ 12,084	\$ 7,712	\$ 15,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,985

Holly Hill Road East
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<i>Operations & Maintenance</i>													
Field Expenditures													
Field Management	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,333
Electric	\$ 695	\$ 627	\$ 599	\$ 731	\$ 779	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,431
Streetlighting	\$ 4,183	\$ 2,203	\$ 3,193	\$ 3,193	\$ 3,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,970
Property Insurance	\$ 5,773	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,773
Landscape Maintenance	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	55,414
Landscape Contingency	\$ -	\$ -	\$ -	\$ 550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	550
Irrigation Repairs	\$ 736	\$ 83	\$ 348	\$ 266	\$ 318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,751
Sidewalk Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
General Repairs & Maintenance	\$ 3,482	\$ 2,078	\$ 9,274	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,333
Contingency	\$ -	\$ -	\$ 3,499	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,599
Subtotal Field Expenditures	\$ 27,618	\$ 17,741	\$ 29,661	\$ 17,989	\$ 17,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	110,154
Amenity Expenditures													
Property Insurance	\$ 14,134	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,134
Amenity Landscaping	\$ 1,549	\$ 1,549	\$ 1,549	\$ 1,549	\$ 1,549	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,745
Amenity Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Electric	\$ 1,650	\$ 1,588	\$ 1,473	\$ 1,550	\$ 1,694	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,955
Water	\$ 65	\$ 52	\$ 48	\$ 48	\$ 46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	260
Internet	\$ 180	\$ -	\$ 360	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	720
Janitorial Services	\$ 770	\$ 1,797	\$ 1,240	\$ 1,220	\$ 1,255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,282
Pest Control	\$ 65	\$ 65	\$ 65	\$ 77	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	349
Amenity Access Management	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,625
Security Services	\$ 1,736	\$ 2,479	\$ 1,938	\$ 1,723	\$ 1,723	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9,599
Amenity Repairs & Maintenance	\$ 357	\$ 433	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,890
Pool Maintenance	\$ 2,425	\$ 1,975	\$ 1,975	\$ 1,975	\$ 1,975	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,325
Playground Lease	\$ 1,376	\$ 1,376	\$ 1,376	\$ 1,376	\$ 1,376	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,882
Contingency	\$ -	\$ -	\$ 2,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,140
Subtotal Amenity Expenditures	\$ 24,832	\$ 11,840	\$ 13,790	\$ 10,223	\$ 10,221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	70,906
Total Operations & Maintenance	\$ 52,450	\$ 29,580	\$ 43,451	\$ 28,213	\$ 27,366	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	181,060
Total Expenditures	\$ 76,179	\$ 40,682	\$ 55,535	\$ 35,925	\$ 42,724	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	251,045
Excess (Deficiency) of Revenues over Expenditures	\$ (76,179)	\$ (27,220)	\$ 482,978	\$ (31,735)	\$ (40,898)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	306,946
Other Financing Sources/Uses:													
Transfer Out - Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Change in Fund Balance	\$ (76,179)	\$ (27,220)	\$ 482,978	\$ (31,735)	\$ (40,898)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	306,946

Holly Hill Road East

Community Development District

Long Term Debt Report

Series 2017, Special Assessment Revenue Bonds	
Interest Rate:	3.5%, 4.1%, 4.625%, 5.0%
Maturity Date:	5/1/48
Reserve Fund Definition	50% of the Maximum Annual Debt service
Reserve Fund Requirement	\$113,777
Reserve Fund Balance	\$113,777
Bonds Outstanding 10/19/2017	\$4,160,000
Less: Special Call 6/18/18	(\$150,000)
Less: Special Call 8/1/18	(\$420,000)
Less: Special Call 11/1/18	(\$15,000)
Less: Principal Payment 5/1/19	(\$60,000)
Less: Principal Payment 5/1/20	(\$60,000)
Less: Special Call 11/1/20	(\$5,000)
Less: Principal Payment 5/1/21	(\$65,000)
Less: Principal Payment 5/1/22	(\$65,000)
Less: Principal Payment 5/1/23	(\$70,000)
Less: Principal Payment 5/1/24	(\$70,000)
Current Bonds Outstanding	\$3,180,000

Series 2018, Special Assessment Revenue Bonds	
Interest Rate:	4.25%, 5.0%, 5.25%
Maturity Date:	5/1/48
Reserve Fund Definition	50% of the Maximum Annual Debt Service
Reserve Fund Requirement	\$61,656
Reserve Fund Balance	\$61,656
Bonds Outstanding 10/19/2018	\$2,800,000
Less: Special Call 8/1/19	(\$930,000)
Less: Special Call 11/1/19	(\$35,000)
Less: Principal Payment 5/1/20	(\$30,000)
Less: Special Call 11/1/20	(\$5,000)
Less: Principal Payment 5/1/21	(\$30,000)
Less: Special Call 11/1/21	(\$5,000)
Less: Principal Payment 5/1/22	(\$30,000)
Less: Special Call 5/1/22	(\$5,000)
Less: Special Call 11/1/22	(\$5,000)
Less: Principal Payment 5/1/23	(\$35,000)
Less: Principal Payment 5/1/24	(\$35,000)
Current Bonds Outstanding	\$1,655,000

Holly Hill Road East

Community Development District

Long Term Debt Report

Series 2020 Assessment Area 3, Special Assessment Revenue Bonds		
Interest Rate:	4.0%, 4.5% 5.0%, 5.0%	
Maturity Date:	11/1/50	
Reserve Fund Definition	50% of the Maximum Annual Debt Service	
Reserve Fund Requirement	\$119,125	
Reserve Fund Balance	\$121,330	
Bonds Outstanding 5/20/20		\$3,660,000
Less: Principal Payment 11/1/21		(\$60,000)
Less: Principal Payment 11/1/22		(\$60,000)
Less: Principal Payment 11/1/23		(\$65,000)
Less: Principal Payment 11/1/24		(\$65,000)
Current Bonds Outstanding		\$3,410,000

Series 2020 Assessment Area 4, Special Assessment Revenue Bonds		
Interest Rate:	3.0%, 3.5%, 4.0%, 4.0%	
Maturity Date:	5/1/51	
Reserve Fund Definition	50% of the Maximum Annual Debt Service	
Reserve Fund Requirement	\$95,700	
Reserve Fund Balance	\$95,700	
Bonds Outstanding 7/22/20		\$3,325,000
Less: Principal Payment 5/1/22		(\$60,000)
Less: Principal Payment 5/1/23		(\$65,000)
Less: Principal Payment 5/1/24		(\$65,000)
Current Bonds Outstanding		\$3,135,000

Holly Hill Road East CDD
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2025

ON ROLL ASSESSMENTS

Gross Assessments	\$	608,205.44	\$	247,013.40	\$	133,267.00	\$	256,306.96	\$	205,806.28	\$	1,450,599.08
Net Assessments	\$	565,631.06	\$	229,722.46	\$	123,938.31	\$	238,365.47	\$	191,399.84	\$	1,349,057.14

41.93%	17.03%	9.19%	17.67%	14.19%	100.00%
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Date	Distribution	Gross Amount	Discount/Penalty	Commission	Interest	Net Receipts	General Fund	2017 Debt Service	2018 Debt Service	2020 A3 Debt Service	2020 A4 Debt Service	Total
11/13/24	10/21/24	\$4,546.44	(\$238.71)	(\$86.15)	\$0.00	\$4,221.58	\$1,770.02	\$718.87	\$387.84	\$745.91	\$598.94	\$4,221.58
11/15/24	10/01-10/31/24	\$2,179.33	(\$87.17)	(\$41.84)	\$0.00	\$2,050.32	\$859.66	\$349.14	\$188.36	\$362.27	\$290.89	\$2,050.32
11/19/24	11/01-11/07/24	\$16,609.28	(\$664.44)	(\$318.90)	\$0.00	\$15,625.94	\$6,551.63	\$2,660.84	\$1,435.56	\$2,760.95	\$2,216.96	\$15,625.94
11/26/24	11/08-11/15/24	\$26,042.07	(\$1,041.68)	(\$500.01)	\$0.00	\$24,500.38	\$10,272.49	\$4,172.02	\$2,250.86	\$4,328.98	\$3,476.03	\$24,500.38
11/30/24	1% ADJ	(\$14,505.99)	\$0.00	\$0.00	\$0.00	(\$14,505.99)	(\$6,082.06)	(\$2,470.13)	(\$1,332.67)	(\$2,563.07)	(\$2,058.06)	(\$14,505.99)
12/06/24	11/16-11/26/24	\$94,640.08	(\$3,785.69)	(\$1,817.09)	\$0.00	\$89,037.30	\$37,331.45	\$15,161.60	\$8,179.89	\$15,732.04	\$12,632.32	\$89,037.30
12/20/24	11/27-11/30/24	\$1,262,462.17	(\$50,498.11)	(\$24,239.28)	\$0.00	\$1,187,724.78	\$497,987.82	\$202,250.19	\$109,116.65	\$209,859.59	\$168,510.53	\$1,187,724.78
12/27/24	12/1-12/15/24	\$8,060.01	(\$286.61)	(\$155.47)	\$0.00	\$7,617.93	\$3,194.03	\$1,297.21	\$699.86	\$1,346.02	\$1,080.81	\$7,617.93
01/10/25	12/16-12/31/24	\$10,437.28	(\$313.12)	(\$202.48)	\$0.00	\$9,921.68	\$4,159.95	\$1,689.50	\$911.50	\$1,753.07	\$1,407.66	\$9,921.68
2/3/25	10/1-12/31/24	\$0.00	\$0.00	\$0.00	\$2,071.86	\$2,071.86	\$868.69	\$352.80	\$190.34	\$366.08	\$293.95	\$2,071.86
02/10/25	1/1-1/31/25	\$2,376.76	(\$47.53)	(\$46.58)	\$0.00	\$2,282.65	\$957.07	\$388.70	\$209.71	\$403.32	\$323.85	\$2,282.65
TOTAL		\$ 1,412,847.43	\$ (56,963.06)	\$ (27,407.80)	\$ 2,071.86	\$ 1,330,548.43	\$ 557,870.75	\$ 226,570.74	\$ 122,237.90	\$ 235,095.16	\$ 188,773.88	\$ 1,330,548.43

99%	Net Percent Collected
\$18,508.71	Balance Remaining to Collect

SECTION 3



From: **S&S Towing and Recovery LLC** <ss towing617@gmail.com>
Date: Thu, Apr 3, 2025 at 1:18 PM
Subject: Re: Holly Hill Road East CDD - Towing Report requested
To: Tricia Adams <tadams@gmscfl.com>

Good afternoon,

Please see info regarding towing January thru March 2025 below.

Our patrols vary and are typically every few days as these communities are typically very compliant, since we have been patrolling/towing there since 2021.

We received 8 email requests that I could find, and all were responded to.

Email request responses:

1/30- abandoned vehicle (we responded and towed to impound)
2/5- request to tow VW from 1093 Citrus Landings (responded and towed to impound)
2/5- second request for improperly parked vehicles (no vehicles in violation observed at this time, patrolled when towing request above)
2/17- trailer request (owner was attaching truck to trailer during patrol)
2/20- red truck on corner (not there when patrolled)... improperly parked vehicles on Citrus Isle Loop (we could not get them at this time as the damages would have been far greater than the tow, the vehicles were parked bumper to bumper and could not be moved without damages to front or rear of vehicles and surrounding vehicles. Vehicles towed at a later date)
2/21- Pomelo St- photo was from 3:15am, we responded after receiving the email around 11am and vehicle was no longer in violation.
3/4- Theodore St- No vehicles in violation during patrol. We patrolled once during the day, as we received the email in the morning, and again in the evening as it appeared the photo sent was during the night.
3/14- This request was again regarding the vehicles in front of the retention area between 253-261 Citrus Isle Loop. (still unable to grab them, but these two vehicles were towed 3/25/25 when they finally left a large enough gap between the vehicles)

Overall we have towed 12 vehicles to our impound lot during January thru March. Please note, this does not include any vehicles that were dropped if the owners came out (which often occurs). These calls get cancelled from our system as we do not bring them to impound.

If you would like for us to increase our patrols, we can certainly do so.

Respectfully,

Rebecca Raymond
General Manager
S&S Towing and Recovery
Serving Central Florida
Office: (321) 525-0665
Cell: (407) 234-1905

On Wed, Mar 26, 2025 at 2:40PM Tricia Adams <tadams@gmscfl.com> wrote:

Good afternoon Becky,

At March's Holly Hill Road East (HHRE) CDD Board of Supervisors meeting, board members reviewed and approved an amended towing service agreement with S&S Towing. In the course of reviewing the agenda item, there was discussion regarding the responsiveness and effectiveness of parking enforcement and towing.

Ultimately, the board requested a review of the last three months of towing service at all four HHRE neighborhoods - Citrus Landings, Citrus Reserve, Citrus Isles and Citrus Pointe. Can you please provide a summary of S&S patrols, responses to staff calls for tows, and actual tows for approximately January to March 2025?

The Board requested to review the information at their upcoming meeting April 8. Can you kindly provide the report by noon On April 1 so it can be included in the agenda packet?

Please let me know if you have any questions.

All the best,

Tricia L. Adams
District Manager
Governmental Management Services - Central Florida, LLC
219 E Livingston St
Orlando, FL 32801
O: 407.841.5524 ext. 138
C: 863.241.8050

AUDIT COMMITTEE MEETING

SECTION III

SECTION A

**HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

Annual Audit Services for Fiscal Year 2025

Polk County, Florida

INSTRUCTIONS TO PROPOSE

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Monday, June 2, 2025, at 5:00 P.M.**, at the offices of District Manager, located at 219 E. Livingston Street, Orlando, FL 32801. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services - Holly Hill Road East Community Development District" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The cost of the provision of the services under the proposal for Fiscal Years 2025, 2026, 2027, 2028 and 2029. The District intends to enter into five (5) separate one-year agreements.
- . Provide a proposed schedule for performance of audit.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.* (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price.* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

SECTION B

Holly Hill Road East

Community Development District

~~219 E. Livingston Street, Orlando, FL 32801~~

Phone: 407-841-5524 - Fax: 407-839-1526

HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Holly Hill Road East Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the Fiscal Year ending September 30, 2025, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Polk County and has a general administrative operating fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) hard copy and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 219 E. Livingston Street, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside "**Auditing Services - Holly Hill Road East Community Development District.**" Proposals must be received by **Monday, June 2, 2025, 5:00 P.M.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Tricia Adams

Governmental Management Services - Central Florida, LLC
District Manager