

**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, **November 12, 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
Rob Bonin	Vice Chairman
Brent Kewley	Assistant Secretary
Barry Bichard	Assistant Secretary
Courtney Taylor	Appointed as Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Grace Kobitter	District Counsel, Kilinski Van Wyk
Marshall Tindall	Field Services Manager, GMS

The following is a summary of the discussions and actions taken at the November 12, 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. Five Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath of Office to Newly Elected Supervisor

Ms. Kobitter reviewed the Sunshine Law, Public Records Law, and Ethics Law with Mr. Taylor. Ms. Adams administered the oath of office to Courtney Taylor. Mr. Taylor elected to receive compensation.

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B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election

Ms. Adams noted before this meeting was a landowners' election and as a result of the election, Mr. Courtney Taylor was elected to seat #3 with a term expiring November 2028.

On MOTION by Mr. Kewley, seconded by Mr. Bichard, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

Ms. Word resigned from seat #1. Ms. Adams asked for a motion to accept Kayla's resignation and declare seat #1 vacant?

On MOTION by Mr. Bichard, seconded by Mr. Bonin, with all in favor, the Resignation of Kayla Word and Declaring Seat #1 Vacant, was approved.

Ms. Adams asked for a motion to make an appointment to seat #1?

On MOTION by Mr. Kewley, seconded by Mr. Bichard, with all in favor, the Appointment of Adam Morgan to Seat #1 with Term Expiring November 2026, was approved.

Ms. Adams administered the oath of office to Adam Morgan. Mr. Bichard resigned from seat #4 with a term expiring November 2026. Do we have a motion to accept the resignation of Barry Bichard and declare seat #4 vacant?

On MOTION by Mr. Bonin, seconded by Mr. Morgan, with all in favor, the Resignation of Barry Bichard and Declaring Seat #4 Vacant, was approved.

Mr. Bonin announced his resignation from seat #5. Ms. Adams asked for a motion to accept the resignation from seat #5 and declare the seat vacant.

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On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Resignation of Rob Bonin and Declaring Seat #5 Vacant, was approved.

Ms. Adams asked for a motion to make an appointment to seat #4 with the term expiring in November 2026. Mr. Morgan appointed Rob Bonin.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Appointment of Rob Bonin to Seat #4 with a Term Expiring November 2026, was approved.

Mr. Kewley made a motion to appoint Barry Bichard to seat #5.

On MOTION by Mr. Kewley, seconded by Mr. Morgan, with all in favor, the Appointment of Barry Bichard to Seat #5 with a Term Expiring November 2024, was approved.

Ms. Adams administered the oath of office to Rob Bonin and Barry Bichard.

C. Election of Officers

D. Consideration of Resolution 2025-02 Electing Officers

Ms. Adams stated the Board can keep the same slate of officers or consider reorganizing and take the positions one by one or nominate a slate of officers. Mr. Morgan stated he would be Chair and Rob Bonin as Vice Chair with everyone else Assistant Secretaries.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2025-02 Election of Officers – Keeping the Same Slate and Adding Rob Bonin as Vice Chair and Courtney Taylor as Assistant Secretary, was approved.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the August 13,
2024 Board of Supervisors Meeting**

Ms. Adams presented the minutes from the August 13, 2024 Board of Supervisors meeting. These minutes have been reviewed by District Counsel and District Manager. If there are no corrections, is there a motion to approve as presented?

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On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Minutes of the August 13, 2024, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Presentation of Engineering Certificates
for Assessment Areas 3 and 4**

Ms. Adams stated the Trust Indenture does require a process where as the engineer declares the project complete as well as close the construction accounts. They require certificates from the District Engineer and District Manager. These certificates have been transmitted to the Trustee.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Engineering Certificates for Assessment Areas 3 and 4, were approved.

FIFTH ORDER OF BUSINESS**Consideration of Work Authorization
2025-1**

Ms. Adams stated this is provided by the District engineering firm, Dewberry. The Board has engaged Dewberry for general engineering services. They do assert they are aware of the budget and their work should not exceed the budgeted estimate of \$10,000 plus other direct costs.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Work Authorization 2025-1, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Letter of Engagement for
Fiscal Year 2024 Audit from McDirmit
Davis**

Ms. Adams stated this is for annual audit services. The annual engagement letter includes the fee of \$4,100 which is in accordance with the annual budget and audit service agreement.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Letter of Engagement for Fiscal Year 2024 Audit from McDirmit Davis, was approved.

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SEVENTH ORDER OF BUSINESS**Presentation of Arbitrage Reports**

Ms. Adams stated this is the Series 2020 bond issue arbitrage rebate calculation reports. The tax-exempt bonds that the District has issued are regulated by the IRS. The IRS requires the District to not earn more interest than what it pays. There is no rebate liability.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Arbitrage Reports, were approved.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2025-03
Declaring Board Vacancies**

Ms. Adams stated once the District has 250 registered voters and has been established for at least six years then the seats start to transition to the general election process. Noone went to the elections office and qualified so now there is a process where the Board declares these seats vacant until a qualified elector can be identified. These seats will be for terms starting November 19, 2024 and are 4-year terms. The Board can make an appointment of a qualified elector. Ms. Kobitter offered to take any questions regarding the vacancy process.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2025-03 Declaring Board Vacancies, was approved.

NINTH ORDER OF BUSINESS**Consideration of Renewal of Agreement
for Security Services with Securitas**

Ms. Adams stated the agreement with Securitas is a confidential and exempt public record. This agreement is that the Board does a 12-month extension each year. There is no change to the price.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Renewal of Agreement for Security Services with Securitas for 12 More Months, was approved.

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TENTH ORDER OF BUSINESS**Ratification of Deed for Citrus Landing Tract F**

Ms. Adams noted the law firm KVV has done an extensive review of all of the tracts within the District to ensure everything has been properly conveyed from the developer to the District. One tract was identified that needed to be conveyed from Atlantic Capital. Ms. Kobitter noted this is an open space tract that should have been included in a prior deed but was missed.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Deed for Citrus Landing Tract F, was ratified.

ELEVENTH ORDER OF BUSINESS**Consideration of License Agreement with Northridge Estates Association for Special Event December 12th**

Ms. Adams stated this is a request from the HOA of Northridge Estates. The event would take place at the pool cabana on December 12th from 4:00-6:30. There would be a license agreement between the District and the association. The Northridge CDD is up to date with their payments.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the License Agreement with Northridge Estates Association for Special Event December 12th, was approved.

TWELFTH ORDER OF BUSINESS**Consideration of Resolution 2025-04 Authorizing Legal Publications on Polk County Website**

Ms. Adams stated Florida Statutes now allow if the county government has a website that the CDD utilize that website for legal notices versus using the newspaper.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Resolution 2025-04 Authorizing Legal Publications on Polk County Website, was approved.

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THIRTEENTH ORDER OF BUSINESS**Consideration of License Agreement with
Citrus Reserve Homeowners Association,
Inc. for the Installation of No Solicitation
Sign at Community Entrance**

Ms. Adams stated this is a request from an association in Holly Hill Road East within the Citrus Reserve Neighborhood for a no solicitation sign for the front entrance of the community. She explained those are related to the HOA and private property matters. If the Board wanted to grant permission to the HOA to install a sign, they would request a license agreement.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the License Agreement with Citrus Reserve Homeowners Association, Inc. for the Installation of No Solicitation Sign at Community Entrance, was approved.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Memorandum Regarding Seat Vacancies**

Ms. Kobitter stated this memorandum touches on the Resolution that the Board has already approved regarding the seat vacancies.

B. Engineer

There is no one from Dewberry in attendance.

C. Field Manager's Report

Mr. Tindall presented the Field Managers Report on page 113 of the agenda package.

i. Presentation of Proposal for Installation of No Parking Signs

Mr. Tindall presented a request was put together for some no idling, no standing, and no stopping signs at the entrances to handle some issues with school related traffic. Option A includes 6 signs for Citrus Isle. Option B adds some additional signs beyond the complaints received. Ms. Adams noted the best course of enforcement is engaging the local law enforcement agency.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the GMS Field Proposal, was approved.

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ii. Presentation of Proposal for Fiscal Year 2025 Pool Contract Renewal

Mr. Tindal noted the pool vendor had a request for service increase this year and the budget is there for it. The extra service for the busy time of the year is included. The new total is \$1,975 per month.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Proposal for Fiscal Year 2025 Pool Contract Renewal, was approved.

iii. Presentation of Proposal for Fiscal Year 2025 Janitorial Contract Renewal

Mr. Tindall presented a renewal for janitorial services as planned for and matches up with the budget. No change in the overall rate. It is \$475 per month for 3 days a week service. Service will be increased during the summer months which is included as planned.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Proposal, for Fiscal Year 2025 Janitorial Contract Renewal, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register from October 1st through October 31st totaling \$45,814.95 for review. Immediately following the register is a detailed run summary of payments that were made. She offered to answer any questions.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Check Register totaling \$45,814.95, was approved.

ii. Balance Sheet & Income Statement

Ms. Adams reviewed the unaudited financials through September 30th on page 134 of the agenda package.

iii. Notice of Insurance Claim Filed Due to Hurricane Milton Damages

Ms. Adams noted on page 151 of the agenda package is a copy of the notice to the property insurance provider for extensive fence damage. It is likely the damages will exceed the deductible.

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FIFTEENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

SEVENTEENTH 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

DocuSigned by:

Adam Morgan

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Chairman/Vice Chairman