

**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, **August 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, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Services Manager, GMS

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

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams noted this is a public comment period for any agenda items. There is also a public hearing to amend and restate parking rules so comments regarding this item can be made at that time. There were no public comments.

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THIRD ORDER OF BUSINESS**Public Hearing****A. Public Comment Period**

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

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

Ms. Adams presented Resolution 2024-14 amending parking and towing policies. Approval of this resolution will amend and restate the parking rules. The CDD owns and maintains the roads but does not have traffic enforcement powers. Florida Statute does allow the CDD to adopt parking policies that can be enforced with towing. There has been feedback from the HOA that the amenity center is being used for overflow parking rather for using the amenity center. Also, there were times that people went to the mailbox kiosk and no parking was available to get in and out to check the mail. District Counsel has prepared some provisions including parking during amenity hours is designated for amenity users and restricts overnight parking. Any vehicle using that for overflow parking and not for the purpose of amenity parking will be subject to immediate towing. Vehicles found parking overnight at the amenity parking lot would be subject to immediate towing. The mailbox parking would be limited to 15 minutes. Parking maps are attached to the proposed amended and restated parking rules. All of the corners are tow away zones. General parking rules allow for parking on one side of the street. Parking is restricted on the other side of the street.

Resident (Courtney Taylor) – suggested no parking signs at the entrance and exit near Citrus Isle Street and Citrus Isle Blvd as residents are blocking the whole area where residents can't get in or out of the development. This is near a school bus stop. Ms. Adams noted this has been reported to local law enforcement to monitor this situation and ensure free flow of traffic. Mr. Taylor noted Chief Parker at Davenport Police Dept said no stopping signs should be posted.

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

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B. Consideration of Resolution 2024-14 Amending Parking and Towing Policies

Ms. Adams stated adoption of this resolution amends and restates the parking rules commensurate with the document provided by District Counsel as well as the updated parking and tow away zone map attached as an exhibit.

Ms. Adams noted when the parking rules are amended and restated a few things are required. They will be required to ensure appropriate signage is posted, but also ensure no overnight parking at the amenity center and mailbox designating parking will have signs limiting parking to 15 minutes. They will update their agreement with the towing service provider. An email will be sent to notify residents and this will be posted on the CDD website. Mr. Morgan asked Marshall to check into what a couple of no stopping signs would cost to put at the entrance.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Resolution 2024-14 Amending Parking and Towing Policies, was approved.
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FOURTH ORDER OF BUSINESS**Approval of Minutes of the June 11, 2024
Board of Supervisors Meeting**

Ms. Adams presented the minutes of the June 11, 2024 Board of Supervisors meeting. These minutes have been reviewed by District Counsel and the District Manager. If there are no corrections, 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 June 11, 2024, Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS**Review and Acceptance of Fiscal Year
2023 Audit Report**

Ms. Adams noted the audit was filed by June 30th. On page 52 of the agenda packet is the letter to management showing no findings and no recommendations. It is a clean audit.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, Acceptance of the Fiscal Year 2023 Audit Report, was approved.

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SIXTH ORDER OF BUSINESS**Adoption of District Goals and Objectives**

Ms. Adams stated there is a new law in Florida that requires CDD's to adopt goals and objectives by October 1, 2024. On page 58 of the agenda package are some suggested goals and objectives. The District is required to report whether they achieved or did not achieve these goals by December 1, 2025.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Adoption of District Goals and Objectives, was approved.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Kobitter had nothing to report other than a reminder of the ethics training due by the end of December. A Board member mentioned an easement issue with a resident and sending a letter. Ms. Adams noted that easement encroachment at 318 Citrus Isle was a fence installed on a CDD tract. Grace provided a letter on June 12th insisting the homeowner remove the encroachment and if not removed by June 26th, it would be subject to field staff removal and sending a bill. Communication was received from the homeowner with questions about being in compliance by adding a gate and key. The answer was no and field services team has been notified to remove the fence and the resident will be billed.

B. Engineer

Mr. Malave had nothing to report at this time unless there are any questions. Ms. Adams asked for any comments regarding signage at the community entrance. Mr. Malave noted his understanding is this is a street that is public and they can ticket too so not sure why the policeman says he can't get in and do that. Signage just needs to be per the requirements for street signs and as long as it meets that, we are legal.

C. Field Manager's Report

Mr. Tindall presented the Field Managers Report on page 64 of the agenda package.

i. Consideration of Proposal for Gate Repair

Mr. Tindall presented a proposal from Williams Fence for gate repair at Citrus Reserve for \$1,189.

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On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Proposal from Williams Fence for Gate Repair, was approved.
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ii. Encroachment Report

Mr. Tindall noted there are a couple of additional fences across the CDD tract at Citrus Isle. It is hard to inspect and confirm which fences are owned by which house due to the impediment that the current fence is taking up. Once that fence is out, they will go through and identify any additional encroachments and deal with those as needed. There are also some plantings by the homeowner in the tract that the CDD owns on lot 322 Citrus Isle. Ms. Adams noted they will be identifying neighboring properties that potentially have encroachments.

D. District Manager's Report

Ms. Adams noted the Board previously adopted a meeting schedule starting in October with meeting start time at 11:00 a.m. They can keep that start time at 11:00 but anticipate with Peace Creek immediately preceding this meeting there will be continued public comments/participation which may mean this meeting doesn't start on time. It is legally fine if the meeting is noticed at 11:00 and doesn't start until later. The Board preferred to keep the meeting at 11:00 and monitor.

i. Approval of Check Register

Ms. Adams presented the check register from June 21st through August 1st totaling \$39,772.95 for review. 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 \$39,772.95, was approved.

ii. Balance Sheet & Income Statement

Ms. Adams reviewed the unaudited financials through the end of June on page 83 of the agenda package. The District is fully collected on tax revenue for the current fiscal year. They have also collected the District's intergovernmental revenue from North Blvd CDD to help pay for the amenity expenditures, as of the end of June received \$87,366.

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EIGHTH ORDER OF BUSINESS**Other Business**

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS**Supervisors Requests and Audience Comments**

Ms. Adams opened the audience comment period.

Resident Courtney Taylor (204 Citrus Isle Loop) asked if it's legal to have a no solicitors sign posted at the entrance. Ms. Adams noted no solicitation is related to the HOA and private property matters in the District. If the HOA would like to install a no soliciting sign at the entrance, typically they would request that of the Board. If the Board grants permission, District Counsel would recommend a license agreement for the HOA to agree to install and maintain the sign. The CDD just gives permission for it to be there. If a request is received from the HOA, it can be brought to the next meeting. Mr. Taylor asked about bringing a food truck into the community. Ms. Adams noted a request like this would typically come from the HOA or other organization. If the Board wanted to grant a food truck to be parked on CDD property, a license agreement would be needed.

TENTH 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