

**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 10, 2025** at 11:15 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
Nancy Henneberger	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
Marshall Tindall	Field Services Manager, GMS

*The following is a summary of the discussions and actions taken at the June 10, 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 11:15 a.m. Five 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. All of the attendees on Zoom are staff members.

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**THIRD ORDER OF BUSINESS****Approval of the Minutes of the April 8, 2025 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the April 8, 2025 Board of Supervisors meeting. The minutes have been reviewed by District Counsel and the District Manager. She asked for any Board corrections to the minutes. The Board had no changes.

On MOTION by Mr. Morgan, seconded by Ms. Henneberger, with all in favor, the Minutes of the April 8, 2025 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Public Hearings**

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

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

Ms. Adams stated there were no members of the public present and asked for a motion to close the public hearings.

On MOTION by Mr. Morgan, seconded by Ms. Henneberger, with all in favor, Closing the Public Hearings, was approved.

**A. Consideration of Resolution 2025-10 Adopting the Fiscal Year 2026 Budget and Relating to the Annual Appropriations**

Ms. Adams presented the resolution on page 90 of the agenda package to the Board. Mr. Morgan asked if the budget has changed since they last approved it. Ms. Adams stated it had not changed. She added approval of this resolution approved the proposed budget and it has appropriations in accordance with the budget and provisions for budget amendments for FY26. Ms. Adams stated the actuals have now been updated through the end of April and there are no other changes of substance. She noted the assessments are the same as last year

On MOTION by Mr. Morgan, seconded by Ms. Henneberger, with all in favor, Resolution 2025-10 Adopting the Fiscal Year 2026 Budget and Relating to the Annual Appropriations, was approved.

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**B. Consideration of Resolution 2025-11 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Adams stated they are proposing to fund the budget with the non-ad valorem assessments on the tax roll. She added adoption of this resolution approves the collection of the operations & maintenance and debt service fees to fund the budget. She noted a copy of the tax roll is included in the agenda package

On MOTION by Mr. Morgan, seconded by Ms. Henneberger, with all in favor, Resolution 2025-11 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of License Agreement for Holiday Event**

Ms. Adams stated District Management was contacted by Citrus Reserve to hold an Easter Event on April 19, 2025, and the Chair approved this before it was held. She asked for a motion to ratify the agreement.

On MOTION by Mr. Morgan, seconded by Ms. Henneberger, with all in favor, the License Agreement for Holiday Event, was ratified.

**SIXTH ORDER OF BUSINESS**

**Acceptance of Audit Committee Recommendation and Selection of Number 1 Ranked Auditor to Provide Auditing Services**

Ms. Adams stated the audit committee ranked DiBartolomeo, McBee, Hartley & Barnes, P.A. as #1 ranked auditor and acceptance of their recommendation will authorize the five-year Audit Service Agreement.

On MOTION by Mr. Morgan, seconded by Mr. Wong, with all in favor, the Audit Committee Recommendation and Selection of the #1 Ranked Auditor, DiBartolomeo, McBee, Hartley, & Barnes, P.A., to Provide Auditing Services, was approved.

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

Ms. Rinaldi updated the Board on the latest legislative session. She stated all the bills that they were monitoring, and that would affect the CDD, were not passed. She reminded the Board the Form 1 is due by July 1, 2025.

**B. Engineer****i. Consideration of Work Authorization 2025-02**

Mr. Arrington presented the Work Authorization 2025-02 on page 157 of the agenda package. He stated this is part of the annual agreement and they are estimating a budget of \$3,000 plus other direct costs.

On MOTION by Mr. Morgan, seconded by Mr. Taylor, with all in favor, Work Authorization 2025-02, was approved.

**C. Field Manager's Report**

Mr. Tindall reviewed the Field Manager's report. He stated overall the maintenance is going well and he has not seen anything out of the ordinary. He noted the pool gate was broken around the holiday and has been fixed. For landscape, he stated everything was going well. He noted the sod at the entry way was replaced. He added a trampoline was blown from someone's yard into the playground and some fences down from a storm.

Mr. Tindall stated he believes All Asphalt would be the best vendor to fix the pots holes they are dealing with throughout the community.

On MOTION by Mr. Morgan, seconded by Mr. Taylor, with all in favor, the All Asphalt Road Repair Proposal, was approved.

Mr. Tindall asked for Board direction for adding sidewalk in place of the turf at Citrus Landing because they have been receiving complaints of individuals driving onto the turf to grab their mail.

Mr. Morgan asked if they could have the asphalt company add asphalt there were they come to fill the holes. Mr. Tindall stated he will ask All Asphalt. Ms. Adams noted they are not

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100% sure if they are allowed to add this yet because of the right of way, but they are in communications with the District Engineer.

#### **D. District Manager's Report**

##### **i. Approval of Check Register**

Ms. Adams presented the check register from May 1<sup>st</sup> through May 31<sup>st</sup> totaling \$259,576.22. Immediately following is a detailed run summary.

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

##### **ii. Balance Sheet & Income Statement**

Ms. Adams stated the unaudited financials start on page 166 of the agenda package. These are provided for informational purposes only.

##### **iii. Approval of Fiscal Year 2026 Meeting Schedule**

Ms. Adams stated this would start on October 1, 2025 and end September 30, 2026. They are proposing the CDD continues to meet at 11:00 a.m. on the second Tuesday of each month at Lake Alfred Library.

On MOTION by Mr. Morgan, seconded by Ms. Henneberger, with all in favor, the Fiscal Year 2026 Meeting Schedule, was approved.

##### **iv. District Goals & Objectives**

###### **a. Presentation of Fiscal Year 2025 Status Authorizing Chair to Execute**

Ms. Adams stated they will be presenting a status update on the 2025 Goal & Objectives that have been adopting and they are asking the Board to authorize the chair to post the update on the district's website.

On MOTION by Mr. Morgan, seconded by Mr. Wong, with all in favor, the Fiscal Year 2025 Status and Authorizing Chair to Execute Report, was approved.

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**b. Adoption of Fiscal Year 2026 Goals & Objectives**

Ms. Adams stated the memorandum from the previous year on the Goals & Objectives. She noted the Goals & Objectives were the same as last year.

On MOTION by Mr. Morgan, seconded by Ms. Henneberger, with all in favor, the Adoption of Fiscal Year 2026 Goals and Objectives, was approved.

**v. Presentation of Registered Voters- 896**

Ms. Adams noted there were currently 896 registered voters in the district.

**vi. Form 1 Reminder – Deadline July 1, 2025**

Ms. Adams reminded the Board to fill out the annual Form 1 by July 1, 2025 and complete the four hours of ethics training by the end of the year.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There were no comments at this time.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

Signed by:  


Secretary/Assistant Secretary

DocuSigned by:  


Chairman/Vice Chairman