

**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, **October 14, 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:

Nancy Henneberger	Chairman
Julie Steddom	Vice Chairman
Hansen Wong	Assistant Secretary
Courtney Taylor <i>by Zoom</i>	Assistant Secretary

Also, present were:

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

The following is a summary of the discussions and actions taken at the October 14, 2025, Holly Hill Road East Community Development District's Regular Board of Supervisors' Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 11:00 a.m. Three Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams stated that there was one member of the public present. There being no comments, the next item followed.

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THIRD ORDER OF BUSINESS

Approval of Minutes of September 9, 2025 Board of Supervisors Meeting

Ms. Adams stated that the minutes of September 9, 2025, had been reviewed by District Management and District Counsel. She added that she was happy to take any corrections from the Board. The Board had no changes to the minutes.

On MOTION by Mr. Wong, seconded by Ms. Henneberger, with all in favor, the Minutes of the September 9, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Appointment of Individual to Fulfill Seat Vacancy

Ms. Adams stated that two Board members had resigned, and the Board accepted their resignations and declared the seats vacant with specific dates. One new appointment was made, Ms. Julie Steddom, leaving Seat #1 vacant. Ms. Adams said that a notice had been sent to the residents in Holly Hill Road East about the vacancy, but no one responded. They plan to send another notice. The notice asked for submissions by October 27, and the Board agreed to defer the appointment until the November meeting to allow more time for responses.

B. Administration of Oath of Office to Newly Elected Supervisor

Ms. Adams stated for the record that Supervisor Steddom had been appointed to the Board at the last meeting and that her oath of office had been administered outside the meeting. She added that she was fully sworn in and would be participating in all Board action.

C. Election of Officers

D. Consideration of Resolution 2026-01 Electing Officers

Ms. Adams stated that the Board had discussed the need to reorganize officers under Resolution 2026-01, since former Chairman Adam Morgan and Vice Chairman Rob Bonin were no longer serving on the Board. Ms. Adams explained that Florida statutes require reorganization following an election or appointment and reviewed the roles of Chair and Vice Chair, noting that the Chair handles urgent matters or decisions between meetings. After discussion, Supervisor Taylor nominated Nancy Henneberger to serve as Chair.

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On MOTION by Ms. Taylor, seconded by Mr. Wong, with all in favor, Resolution 2026-01 Electing Officers with Nancy Henneberger as Chairperson, was approved.

Ms. Adams stated that the Board had discussed appointing a Vice Chairperson and agreed that the remaining Board members would serve as Assistant Secretaries. Ms. Nancy Henneberger made a motion to nominate Ms. Julie Steddom as Vice Chair.

Ms. Adams noted that Resolution 2026-01 was completed with Nancy Henneberger as Chair, Julie Steddom as Vice Chair, and the other board members as Assistant Secretaries. Counsel confirmed that the two separate actions were sufficient without a separate resolution vote.

On MOTION by Ms. Henneberger, seconded by Mr. Wong, with all in favor, Appointing Julie Steddom as Vice Chair and the other Board Members as Assistant Secretaries, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Assignment of Agreement for Towing Services

Ms. Adams stated that the Board had reviewed the towing agreement assignment from S&S Towing. She explained that CDDs could not exercise police powers but could enforce parking rules on CDD owned roads through towing. S&S had acquired Downtown Tow & Hold, which gave them expanded capacity to tow larger commercial vehicles and removed prior obligations to prioritize law enforcement calls. Ms. Adams noted that District Counsel added two new provisions to the agreement to ensure compliance with Florida law. There was no financial impact to the District since towing costs are paid by the vehicle owners. Updated signage would follow approval to meet state requirements.

Board members asked questions about parking enforcement, commercial vehicles, and police involvement. Ms. Adams clarified that the towing company could patrol and tow vehicles violating CDD parking rules but not tow for violation of city ordinances. Commercial vehicles were allowed to park during the day but not overnight between 10:00 p.m. and 6:00 a.m. Any future changes to those rules would require a formal rule hearing and legal notice of such. Ms. Adams stated that residents were reminded to report improperly parked vehicles to the District manager or amenity access team via email.

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On MOTION by Mr. Wong, seconded by Ms. Taylor, with all in favor, the Assignment of Agreement for Towing Services, was approved.
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SIXTH ORDER OF BUSINESS**Review of Easement Nearby Lot 79/732
Citrus Reserve Blvd**

Ms. Adams stated that a resident had contacted the District office about a possible encroachment at 732 Citrus Reserve Boulevard. Ms. Adams noted that Mr. Tindall had inspected the area and confirmed that a fence appeared to be built within a CDD easement. Ms. Adams explained that while the easement is part of the homeowner's lot, that it gives the District access rights for maintenance of a retaining wall. Ms. Rinaldi said the Board had already adopted an easement variance policy that lets homeowners apply for permission to place improvements within a District easement after an engineer's review. She added that if approved, the homeowner signs an agreement stating they'll remove the improvement at their own expense if the District ever needs access. Since there was no record of a variance for this property, the Board discussed how to handle it. They agreed the District should contact the homeowner, explain the variance process, and give them time to submit the application. If the homeowner doesn't follow the process, the Board could then require the fence to be removed. The Board agreed to move forward with that approach.

On MOTION by Ms. Henneberger, seconded by Ms. Steddom, with all in favor, the Easement Nearby Lot 79/732 Citrus Reserve Blvd, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Agreement Renewal for
Pool Cleaning Services with Resort Pool
Services**

Ms. Adams presented the renewal proposal from Resort Pool Services for pool cleaning. Ms. Adams said that the company has been providing good service and communication. Mr. Tindall stated that they responded quickly when issues came up. The renewal included a 3% price increase, which was already built into the new budget for a total annual cost of \$24,408. She added that the agreement would run from October 1, 2025, to September 30, 2026, and included a 30-day termination clause. One Board member suggested that the pool technician notify Mr. Tindall if any facility damage is noticed, and Mr. Tindall agreed to coordinate that.

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On MOTION by Ms. Henneberger, seconded by Ms. Steddom, with all in favor, the Agreement Renewal for Pool Cleaning Services with Resort Pool Services, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Agreement Renewal for Janitorial Services with CSS Clean Star Services of Central Florida, Inc.

Ms. Adams stated that the Board had renewed the janitorial services agreement with CSS Clean Star Services for another 12 months with no change in compensation.

On MOTION by Ms. Henneberger, seconded by Mr. Wong, with all in favor, the Agreement Renewal for Janitorial Services with CSS Clean Star Services of Central Florida, Inc. was approved.

NINTH ORDER OF BUSINESS

Consideration of Agreement Renewal for Landscape and Irrigation Services with Prince and Sons

Ms. Adams stated that the landscape and irrigation services agreement with Prince and Sons was also renewed for a 12-month term with a 3% increase that had already been built into the budget. Ms. Adams added that Board members had discussed whether to seek competitive bids in the future. She noted that Prince and Sons had been a consistently competitive bidder and was performing well. The Board agreed to revisit the service scope early next year to determine if they want to solicit new proposals before the next budget cycle.

On MOTION by Ms. Henneberger, seconded by Ms. Taylor, with all in favor, the Agreement Renewal for Landscape and Irrigation Services with Prince and Sons was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rinaldi welcomed the new Supervisor and gave a short overview of key statutory provisions. She started with the Sunshine Law, explaining that all District business had to be discussed at publicly noticed meetings with minutes taken. She noted that Supervisors weren't allowed to communicate with each other about District matters outside of meetings, whether in

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person, by email, text, or on social media. She added that they could still talk about non-District topics like the weather or sports. Ms. Rinaldi added that Board members could reach out to District staff, such as the manager, engineer, or attorney, between meetings with questions or concerns. She said she would send a follow-up email with more detailed information after the meeting.

Ms. Rinaldi explained that all District-related materials — including emails, social media posts, and notes — were considered public records and could be requested at any time. Ms. Rinaldi recommended using a separate email and keeping any printed materials in a separate file to make it easier to respond to public records requests. Ms. Rinaldi reviewed the ethics laws, noting that Supervisors must follow similar rules as city and county officials, such as not accepting gifts or engaging in conflicts of interest. She said that Supervisors should reach out to her in advance if they have any questions about potential conflicts. Ms. Rinaldi reminded the Board that Supervisors must complete four hours of ethics training each year. Because the new Supervisor was appointed after March 31, that she had until next December to finish it. She mentioned that the amended Rules of Procedure would be on the next meeting agenda for public hearing and review, and that they include descriptions of the Chair and Vice Chair roles. Ms. Adams added that Supervisor Steddom had already set up her CDD email and that she had received all her Form 1 registration.

B. Engineer

i. Consideration of Work Authorization 2026-01

Ms. Adams stated that the Board had reviewed the annual work authorization for Dewberry Engineers for Fiscal Year 2026. Ms. Adams explained that this document formalized Dewberry's role as the District's general engineer and that their services were already included in the budget. She added that Dewberry handles items such as reviewing easement variance requests, overseeing stormwater permit renewals, inspecting District infrastructure, and preparing the required annual reports for the bond trust indentures. They also review outside development plans, like the recent Home Depot project, and provide recommendations when needed. The Board approved the Dewberry Engineers work authorization unanimously.

On MOTION by Ms. Henneberger, seconded by Mr. Wong, with all in favor, Work Authorization 2026-01, was approved.
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C. Field Manager's Report

Mr. Tindall reviewed the field manager's report and said everything overall looked satisfactory. He noted that the only real issue had been some cosmetic damage in the restrooms, which were already repaired. He said that he had planned to use the off-season to handle small maintenance items like touch-up painting, checking pavers, cleaning the shade area, and inspecting the furniture for any needed repairs. Mr. Tindall added that the landscaping continued to look good and the vendor was responsive. With cooler weather coming, mowing would be reduced since the grass slows down and to avoid unnecessary wear on pond banks. At the Citrus Reserve area, sod was added and the mowing area reduced to stop runoff, and the fix seemed to be working well. Mr. Tindall stated that he also planned to check all entrance lights before the HOA installed holiday decorations, replacing anything not working and adjusting lights that were covered by shrubs—like at Citrus Point, where extensions might be added.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register from August 27th through September 30th totaling \$45,608.28 for items out of the general fund. She offered to answer any questions.

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

ii. Balance Sheet & Income Statement

Ms. Adams presented the unaudited financials through August 31, 2025. The District is fully collected for the fiscal year. Ms. Adams went over the unaudited financials through the end of August. She pointed out the combined balance sheet on page 46 and explained that the first column showed the general fund. She added that the unassigned balance at the bottom was the amount available to operate the District until tax revenues came in. She said the debt service fund was managed by the trustee and included accounts for the Series 2017, 2018, 2020 A3, and 2020 A4 bonds. She also mentioned the capital reserve fund, which held money set aside for future infrastructure replacements. Ms. Adams noted that the following pages compared the adopted FY 2025 budget to the actual and prorated amounts so that the Board could see any variances. She

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said the District had fully collected its revenues for the year, including intergovernmental revenue from North Boulevard CDD, and that expenses were under budget.

Ms. Adams also went over the field, operations, and amenity expenditures, noting that actual spending was under budget and credited the Board for keeping expenses in check. She confirmed that the planned transfer to the capital reserve fund had been completed and that all debt service payments for the prior fiscal year were made. Ms. Adams noted that the capital reserve fund balance had matched what had been shown earlier in the combined balance sheet. She also pointed out the month-to-month expense pages as a good way to track utility spending trends. The information was provided for informational purposes only, and no Board action was needed.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Adams asked for a motion to adjourn.

On MOTION by Mr. Wong, seconded by Ms. Henneberger, with all in favor, the meeting was adjourned.

Signed by:

Tricia Adams

Secretary/Assistant Secretary

Signed by:

Nancy Henneberger

Chairman/Vice Chairman