

MINUTES OF MEETING

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING

Thursday, July 13, 2017 at 9:08 a.m.

Offices of Cassidy Homes

346 East Central Ave.

Winter Haven, FL 33880.

Board Members present at roll call:

Rennie Heath	Board Member	
Lauren Schwenk	Board Member	
Andrew Rhinehart	Board Member	
Scott Shapiro	Board Member	
Joel Adams	Board Member	(via phone)

Also Present:

Jane Gaarlandt	Fishkind & Associates, Inc.
Joe MacLaren	Fishkind & Associates, Inc.
William Viasalyers	Fishkind & Associates, Inc.
Sarah Warren	Hopping Green & Sams, P.A
Sharon Garrett	Public

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order. The Board Members and staff in attendance are outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the June 8, 2017 Board of Supervisors' Meeting

The Board reviewed the minutes of the June 8, 2017 Board of Supervisors Meeting.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board approved the Minutes of the June 8, 2017 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Public Hearing on the Adoption of the District's Fiscal Year 2017-2018 Budget

- a) **Public Comments and Testimony**
- b) **Board Comments**
- c) **Consideration of Resolution 2017-18, Adopting Fiscal Year 2017-2018 Budget and Appropriating Funds**

The District advertised a public hearing and Mr. Maclaren recommended a motion to open the public hearing.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board opened the Public Hearing.

Mr. MacLaren noted that the budget is found in the agenda package behind tab 2. The proposed budget is \$531,430.81. Due to the addition of new areas the District will not need to increase the assessments. Mr. MacLaren requested public comments. There were none. Ms. Schwenk asked about the \$25,000.00 playground budget and Mr. Shapiro answered that it is for leasing. Mr. MacLaren requested a motion to approve Resolution 2017-18.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Board approved Resolution 2017-18, Adopting Fiscal Year 2017-2018 Budget and Appropriating Funds.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2017-19, Adopting an Assessment Roll for Fiscal Year 2017-2018 and

**Certifying Assessments for
Collection**

Mr. MacLaren noted that the Assessment Roll is found in the agenda package behind the resolution and budget under tab 3. Ms. Warren asked Mr. MacLaren to confirm that the plan is for platted lots to be collected on roll and the undeveloped portions to be direct collect. Mr. MacLaren confirmed. Mr. Adams asked if the District was collecting O & M on the undeveloped portions in November or quarterly. Ms. Warren indicated that it is typically collected quarterly.

On MOTION by Mr. Heath, seconded by Ms. Rhinehart, with all in favor, the Board approved resolution 2017-19, Adopting an Assessment Roll for Fiscal Year 2017-2018 and Certifying Assessments for Collection.

Ms. Warren requested a motion to close the public hearing.

On MOTION by Mr. Shapiro, seconded by Mr. Rhinehart, with all in favor, the Board closed the Public Hearing.

SIXTH ORDER OF BUSINESS

**Consideration of Fee Agreement
with Hopping Green & Sams, P.A.
for Phase 4B/4C Bond Issuance -**

Tabled

SEVENTH ORDER OF BUSINESS

**Consideration of proposal for Pool
Maintenance and Janitorial
Services**

Mr. Shapiro requested that the proposal be put into the District standard contract form and noted that it is the same pool maintenance and janitorial services company that the District has been using. Mr. Heath asked if the District was able to resolve the previously discussed issues and misunderstandings. Mr. Viasalyers responded that the misunderstandings had been resolved. The pool maintenance technician had added a monitor to measure the level of the chlorine and the PH in the pool and the pool builder agreed with what he did. The Pool Contractor initially had said that due to the changes he would no longer warranty the pool but has since confirmed by mail that he will.

On MOTION by Mr. Heath, seconded by Mr. Shapiro, with all in favor, the Board approved the Proposal for Pool Maintenance and Janitorial Services and authorized the Chair to sign the Agreement.

EIGHTH ORDER OF BUSINESS

**Ratification of First Amendment
to the Agreement between the
District and Creative Association
Services, Inc. for Landscape and
Irrigation Maintenance Services**

Ms. Gaarlandt explained that the proposals were presented to the Board at the last meeting but this is the actual agreement. Ms. Warren noted that this added the Clubhouse and the Amenity Areas. Ms. Gaarlandt requested a map of the areas covered in this proposal including the Clubhouse and the Amenity areas for the next meeting. Mr. Shapiro asked for a Master Site Plan for all the areas with the common areas highlighted. Ms. Gaarlandt noted that she had asked Mr. Amaden for a map of the common areas and amenities for the various Districts in order to put them on each District website. Ms. Schwenk indicated that she would like to recuse herself from the vote, however, Ms. Warren stated that she can vote as a Landowners' seat as long as she discloses the relationship. Ms. Schwenk noted that she is an owner of Creative Association Services, Inc.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Agreement with Creative Association Services, Inc.

NINTH ORDER OF BUSINESS

**Ratification of Payment
Authorizations Nos. 118-126**

The Board reviewed Payment Authorizations Nos. 118-126.

On MOTION by Mr. Adams, seconded by Mr. Heath, with all in favor, the Board ratified Payment Authorizations Nos. 118-126.

TENTH ORDER OF BUSINESS

Review of Monthly Financials

The Board reviewed the monthly financials. Through the end of June the District is at \$257,000.00 in expenses versus a budget of \$265,000.00. The District is running slightly under budget. There was no action to necessary by the Board.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel – Ms. Warren explained that at the last meeting the Board authorized District staff to move forward with advertising Requests for Proposals for Phase 4B/4C Construction Site Work and Mr. Amaden has received two requests for the project package at this point from Ripa and Central Site.

District Engineer – Not Present

District Manager – Mr. MacLaren noted that the District received a letter from the Supervisor of Elections stating that there are 275 registered voters living within in Highland Meadows II CDD. The District must be established for 6 years before the Board seats start to transition to residents of the District. Mr. Adams asked about the transition of seats and Ms. Warren responded that once a seat becomes a resident seat the Board can only appoint a resident to that seat but there will still be three (3) Landowners' seats. The Board seats will start to transition to residents in November 2020.

Ms. Gaarlandt noted that the onsite field manager has requested additional hours as there are quite a few issues at the pool. She is currently working 5 hours per week. She also asked if the District would consider adding security. Ms. Gaarlandt suggested that for security reasons the curtains be partly removed from the Cabanas. Mr. MacLaren noted that he likes the idea of remote monitoring. The District manager will look into security options. Mr. Viasalyers will look into motion censor lights. Ms. Schwenk suggested getting the cabana company back out to look at the curtain and will have Mr. Allende work with Mr. Viasalyers on it.

Ms. Gaarlandt noted that residents are asking if there are any future plans for the grassy area next to the pool. Ms. Schwenk responded that they are waiting on sod as the vendor has had an issue getting sod the last two weeks but that soccer goals will be installed once the sod is in. Ms. Gaarlandt noted that some of the requests wer for a dog park and basketball hoops. Mr. Shapiro suggested fencing in

part of the area for a dog park. The District will look at various options.

TWELFTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There were no Supervisor requests.

Ms. Garret asked if they let the pool maintenance person monitor and reset the computers for the pool. Mr. Viasalyers clarified that it is not a computer like a personal computer but a computerized system that monitors the pool and senses how much chlorine and acid is in the pool.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

ON MOTION by Mr. Shapiro, seconded by Mr. Rhinehart, with all in favor, the Board of Supervisor's for Highland Meadows II Community Development District adjourned the July 13, 2017 Board of Supervisors' Meeting.


Secretary / Assistant Secretary


Chairman / Vice Chairman