

MINUTES OF MEETING  
HIGHLAND MEADOWS II  
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Highland Meadows II Community Development District was held on Thursday, July 12, 2018 at 9:00 a.m. at the Holiday Inn Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
Scott Shapiro	Vice Chairman by phone
Andrew Rhinehart	Assistant Secretary
Lauren Schwenk	Assistant Secretary

Also, present were:

Jill Burns	District Manager
Sarah Warren	Hopping Green & Sams
Alan Scheerer	Field Operations
Marilyn Webb	Resident

*The following is a summary of the discussions and actions taken at the July 12, 2018 Highland Meadows II Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and noted that a quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comment Period** (*Speakers will fill out a card and submit it to the District Manager prior to beginning of the meeting*)

Ms. Burns opened the public comment period.

Ms. Webb asked why speed limit signs were on the agenda. Ms. Burns stated that a request was made at the last meeting to replace all speed limit signs, as the speed decreased from 30 miles-per-hour (mph) to 15 mph. The quote would be presented later in the meeting.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the June 14, 2018 Meeting**

Ms. Burns presented the minutes of the June 14, 2018 Meeting.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Minutes of the June 14, 2018 Meeting, were approved, as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-11 Designating Date, Time and Location of Landowners' Election**

Ms. Burns presented Resolution 2018-11, designating the date, time and location of the Landowners' Election, noting that Seats 1, 2 and 4 were up for election. According to the meeting schedule, the Board met on the second Thursday of each month, and recommended November 8, 2018 at 9:00 a.m. for the Landowners' Meeting. Ms. Warren stated that only a representative of the Landowner would need to be present and not the entire Board. Proxy and ballot forms were available at the GMS office.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2018-11 Designating November 8, 2018 at 9:00 a.m. as the Landowners' Election and the location as the office of Cassidy Homes, 346 East Central Avenue, Winter Haven, Florida, was adopted.

**FIFTH ORDER OF BUSINESS**

**Public Hearing on the Adoption of the District's Fiscal Year 2018-2019 Budget**

**A. Public Hearing**

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the public hearing on the adoption of the Fiscal Year 2018-2019 Budget, was opened.

Ms. Burns stated that the budget was attached to Resolution 2018-12. The overall amount was the same as the version of the budget that the Board received months ago; although, some line items were moved around. The total budget, if the Board approves the budget as presented, is \$731,482.44 or a per unit assessment amount of \$628.23.

Mr. Heath asked if this was the final budget. Ms. Burns replied affirmatively.

**B. Board Comments**

Ms. Webb asked why the budget increased by \$53. Ms. Burns explained that there were major increases in landscaping and streetlights for the additional phases. Mr. Heath stated that all Highland Meadows residents equally shared the costs for new development.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the public hearing on the adoption of the Fiscal Year 2018-2019 Budget, was closed.

**C. Consideration of Resolution 2018-12 Adopting the Fiscal Year 2018-2019 Budget and Appropriating Funds**

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2018-12 Adopting the Fiscal Year 2018-2019 Budget and Appropriating Funds, was adopted.

**SIXTH ORDER OF BUSINESS**

**Public Hearing on the Imposition of Operations & Maintenance (“O&M”) Assessments**

**A. Public Hearing**

Ms. Burns indicated that mailed notices were sent to all residents regarding the increase in Operations & Maintenance (O&M) Assessments.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the public hearing on the imposition of Operations and Maintenance assessments, was opened.

**B. Board Comments**

Ms. Burns noted that GMS received 10 calls regarding the assessment increase. There were no Board or public questions or comments.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the public hearing on the imposition of Operations and Maintenance assessments, was closed.

**C. Consideration of Resolution 2018-13 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns presented Resolution 2018-13, with the attached tax roll, noting that Phases 4B and 4C would be direct billed because they were not platted in time to be collected on the tax roll.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2018-13 Imposing Special Assessments and Certifying an Assessment Roll, was adopted.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Quotes to Replace Speed Limit Signs**

- A. Extreme Graphics**
- B. Sundancer Sign & Graphics**

Ms. Burns received quotes from Extreme Graphics (Extreme) and Sundancer Sign & Graphics (Sundancer), to replace the speed limit signs. Mr. Scheerer stated that he has experience with Extreme, while Ms. Burns has experience with Sundancer. The proposal from Extreme was \$12,980. Sundancer proposed \$12,150 to upgrade the current non-hurricane signs in Phases 2A and 4A, to be consistent with the hurricane grade signs in the other phases.

Mr. Heath asked if Sundancer would come back out to address any problems. Ms. Burns indicated that Sundancer responds quickly. Ms. Burns recommended deferring the work until October, as there were no funds in the current budget for this expenditure. Discussion ensued.

Mr. Heath asked if the pole and sign were being replaced. Ms. Burns stated that only the sign was being replaced, as all hardware was relatively new. In response to Mr. Heath's question, Mr. Scheerer explained that the hurricane signs had six connecting points with straps around the back that were attached to a bracket on the post. Discussion ensued.

Mr. Heath favored approval of the proposal for \$12,150, but wanted to delay the installation until next fiscal year. Ms. Burns would inform the contractor that the work will be delayed until October. Mr. Rhinehart asked if the contractor will honor the price. Ms. Burns worked with Sundancer in the past and did not see a problem with extending the proposal.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Proposal from Sundancer Sign & Graphics, to replace the current 30 miles-per-hour speed limit signs with 15 miles-per-hour speed limit signs, in the amount of \$12,150, subject to the District Manager negotiating with the vendor to honor the price until October, was approved.

Ms. Burns recalled the irrigation installation that was approved at the last meeting in a not-to-exceed amount of \$20,000. The actual quote was \$4,500. A meter must be installed at the location, which is in Phase 2B. Irrigation was installed because there was no irrigation and the sod was dead.

Ms. Burns received calls from residents regarding a corner lot between Woodlark Drive and Nighthawk Drive. She stated that this is a CDD common area that has now been mowed. The Board requested proposals for Bahia sod, irrigation and annual mowing, for consideration at the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Proposal from B&B Applicators for Paining of Perimeter Wall in Phases 4B & 4C**

Ms. Burns presented a proposal from B&B Applicators for perimeter wall painting in Phases 4B and 4C, which was approved by the Chairman, prior to the meeting.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Proposal from B&B Applicators for the perimeter wall painting in Phases 4B and 4C, was ratified.

**NINTH ORDER OF BUSINESS**

**Ratification of Stewart & Associates Change Order for Phase 4B & 4C Entry Landscaping**

Ms. Burns presented a Change Order with Stewart & Associates for the Phase 4B and 4C entry landscaping, which was approved by the Chairman, prior to the meeting.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Change Order with Stewart & Associates for Phase 4B and 4C Entry Landscaping, was ratified.

**TENTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2017 Audit**

Ms. Burns presented the draft Fiscal Year 2017 audit and referred to Page 28, the Report to Management. It was a clean audit, with no findings or instances of non-compliance. The audit was provided to the State, prior to the June 30<sup>th</sup> deadline.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, acceptance of the draft Fiscal Year 2017 Audit Report, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Warren had nothing further to discuss with the Board.

**B. Engineer**

Ms. Burns noted that the District Engineer was not present.

**C. Field Manager's Report**

Mr. Scheerer presented the Field Manager's Report. He performed his first site visit, taking photos to document concerns, especially at the entrance to the pool facility. Mr. Scheerer stated he was working with Brett Quattlebaum from Creative Association Services, who was extremely cooperative. Mr. Scheerer would be onsite later today to monitor their progress. Irrigation reports were forthcoming. A fertilizer application was scheduled for July for all turf areas.

Ms. Schwenk was upset with the report and went out to the site. On Saturday, the landscaper will remove weeds from the property and will continually remove weeds. Mr. Scheerer noted that certain items in the contract were performed weekly, monthly and every other site visit. He and Ms. Burns were communicating on a regular basis with Mr. Quattlebaum, to ensure that everything was being completed. Ms. Schwenk stated that the HOA Manager was working with Mr. Quattlebaum every Tuesday. They were taking pictures and performing their own site visits.

Mr. Scheerer reported that the pool looked good and felt that the contractor was doing a good job.

**D. District Manager's Report**

**i. Ratification of Payment Authorization No. 165**

Ms. Burns presented Payment Authorization No. 165, which was approved by the Chairman, and requested ratification by the Board.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Payment Authorization No. 165, was ratified.

Ms. Burns reported that the next meeting was on August 9, 2018.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Ms. Webb stated that she lives in Phase 4A and asked about the speed limit signs.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman