

**MINUTES OF MEETING**

***HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING***

*Thursday, October 12, 2017 at 9:08 a.m.*

*Offices of Cassidy Homes*

*346 East Central Ave.*

*Winter Haven, FL 33880.*

Board Members present at roll call:

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

Also Present:

Jane Gaarlandt	Fishkind & Associates, Inc.	
Steve Lewis	Cassidy Group	
Roy Van Wyk	Hopping Green & Sams, P.A.	(via phone)
Joe MacLaren	Fishkind & Associates, Inc.	(via phone)
Todd Amaden	Landmark Engineering	(via phone)

**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 September 20, 2017 Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the September 20, 2017 Board of Supervisors' Meeting. Ms. Gaarlandt noted that the agenda packet was distributed electronically and per the Board's request there is hard copy of the complete agenda.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Minutes of the September 20, 2017 Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-01, Accepting District Engineer's Certificate of Completion, Series 2017, Assessment Area Five Project**

Mr. Van Wyk stated that a revised form of Resolution 2018-01 was sent out. Ms. Gaarlandt confirmed that she has the updated version. Mr. Van Wyk noted that the District Engineer's letter references \$600,000.00 being held out of the Construction Fund for remaining costs of the project and Resolution 2018-01 was modified to reflect that number. Mr. Van Wyk explained that approval of the resolution would accept the Engineer's certificate and declare the Assessment Area Five Project complete, allowing the Trustee to transfer the excess funds to the Redemption Account and redeem some Bonds.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved Resolution 2018-01, Accepting the District Engineer's Certificate of Completion and declaring the, Series 2017, Assessment Area Five Project complete, as Revised

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-02, Ratifying the Sale of the Series 2017 Bonds, Assessment Area 4B/4C**

Mr. Van Wyk explained that this resolution ratifies all the actions taken by the Chairman and staff with respect to the sale and closing on the Bonds.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, the Board approved Resolution 2018-02, Ratifying the Sale of the Series 2017 Bonds, Assessment Area 4B/4C.

**SIXTH ORDER OF BUSINESS**

**Consideration of Amended and Restated Disclosure of Public Financing**

Mr. Van Wyk explained that after the District issues a series of Bonds they must by Statute, update the Disclosure of Public Financing. It must be recorded in the public records and sent to the State. He noted that this is an amended disclosure reflecting the most recent sale of the 2017 Bonds for the 4B/4C project.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart with all in favor, the Board approved Resolution 2018-02, Ratifying the Sale of the Series 2017 Bonds, Assessment Area 4B/4C.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Notice of Lien of Special Assessments, Series 2017 (Assessment Area 4B/4C)**

Mr. Van Wyk explained that this is required for the District to file to demonstrate the lien that is in place on the 4B/4C project.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Notice of Lien of Special Assessments, Series 2017 (Assessment Area 4B/4C)

**EIGHTH ORDER OF BUSINESS**

**Consideration of Field Management Renewal Agreement with Melissa Stocksick**

Ms. Gaarlandt explained that the Field Management Agreement was updated to reflect the extended hours that the Board previously agreed upon.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Field Management Renewal Agreement with Melissa Stocksick.

**NINTH ORDER OF BUSINESS**

**Consideration of Agreement with  
Lock Down Security Group  
Consultants and Providers LLC  
for Security Services**

Ms. Gaarlandt explained that this is a formal standard agreement that goes with their proposal for security services that the Board previously approved. Ms. Gaarlandt noted that the security company started around the Labor Day weekend.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board approved the Agreement with Lock Down Security Group Consultants and Providers LLC for Security Services.

Ms. Gaarlandt noted that they have received the Certificate of Liability Insurance as well.

**TENTH ORDER OF BUSINESS**

**Consideration of Updated Amenity  
Policies**

Mr. Van Wyk explained that he had prepared a draft of updated Amenity Policies to reflect additional requirements. He wanted to circulate it to the Board members so they could review it and make revisions. He noted that Ms. Gaarlandt had some comments on it related to the Security Cards. There are also requirements for the Dog Park listed so that the District can have some standards by which to run it. He asked the Board to accept the Updated Amenity Policies as part of the ongoing review process and have the Board Members review it and make comments to bring back at the next meeting.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart with all in favor, the Board approved the Updated Amenity Policies.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Payment  
Authorizations Nos. 134-136**

The Board reviewed Payment Authorizations Nos. 134-136. Ms. Schwenk noted a conflict of interest on one matter and had filed a Form 8 previously.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board ratified Payment Authorizations Nos. 134-136.

**TWELFTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the monthly financials. Mr. MacLaren explained that the District ended its fiscal year with \$363,000.00 in operations expenses vs. a budget of \$353,000.00 so the District was a little over budget. He noted that the Developer has been providing supplemental revenue to get the District through to the end of the year. The District has a substantial increase in the budget for Fiscal Year 2018 from \$353,000.00 to \$531,000.00. There was no action necessary by the Board.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel** – Mr. Van Wyk stated that Phase 6 will be brought in for completion at the next meeting.

**District Engineer** – No Report

**District Manager** – No Report

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

There were no audience comments or Supervisor requests.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss.

ON MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Board of Supervisor's for Highland Meadows II Community Development District adjourned the October 12, 2017 Board of Supervisors Meeting.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman