

## MINUTES OF MEETING

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

*Thursday, February 8, 2018 at 9:06 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

Also Present:

Roy Van Wyk	Hopping Green & Sams, P.A.
Jane Gaarlandt	Fishkind & Associates, Inc.
Kevin Plenzler	Fishkind & Associates, Inc.
William Viasalyers	Fishkind & Associates, Inc. (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 and there were no members of the public present.

### **THIRD ORDER OF BUSINESS**

### **Consideration of the Minutes of the January 11, 2018 Board of Supervisors' Meeting**

The Board reviewed the minutes of the January 11, 2018 Board of Supervisors' Meeting.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Minutes of the January 11, 2018 Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-05, Reappointing Secretary**

Ms. Gaarlandt explained that this item is a confirmation by resolution of her replacing Joe MacLaren as the District's Secretary and noted that it was approved by motion by the Board at the last meeting and this is resolution formalizes the appointment.

On MOTION by Mr. Heath seconded by Mr. Rhinehart, with all in favor, the Board approved Resolution 2018-05, Reappointing Secretary.

**FIFTH ORDER OF BUSINESS**

**Consideration of Creative Association Services Proposals for Landscaping Maintenance, Phases 5 & 6 - Tabled**

Ms. Schwenk stated that she would like to table this until the next meeting and noted that she is working on refining some numbers.

**SIXTH ORDER OF BUSINESS**

**Ratification of Payment Authorization No. 148 - 150**

The Board reviewed Payment Authorizations Nos. 148 - 150.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with a in favor, the Board ratified Payment Authorizations Nos. 148 - 150.

**SEVENTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the monthly financials. There was no action necessary by the Board.

## EIGHTH ORDER OF BUSINESS

## Staff Reports

**District Counsel –** Mr. Van Wyk distributed Resolution 2018-06 to the Board and noted that in between meetings there have been a number of recurring contracts that the District has already entered into that need to be done prior to the next Board meeting. This resolution will authorize the Chair and the District Manager to enter into agreements between meetings so that the District can ensure that the operations and maintenance of the District is taken care of within that time period. The resolution will authorize the District Manager to enter into contracts between meetings that are less than 10,000.00 for maintenance and operation purposes and other improvement contracts that are within the scope of the Engineer's Report, and also delegates to the Chair the authority to enter into contracts that are less than \$30,000.00. A discussion took place about the amounts chosen. Mr. Heath said that if the District receives a proposal the day after the Board meeting they have to wait another month before it can be approved. Ms. Schwenk noted that it is the walls and fencing that falls in this category. Mr. Heath asked if there can be a conference call with the Board and Mr. Van Wyk said no but the District can call an emergency meeting and Ms. Gaarlandt indicated that the meeting still needs to be properly noticed. Ms. Gaarlandt stated that the District can always continue the meeting if the Board knows the contract is coming and Mr. Heath said that they do not know. Mr. Heath said that if the District doesn't approve the contracts in a timely manner the Contractor can take a different job and it pushes the work back a month or more and the builders will refuse to close on the lots because the wall is not installed. Mr. Heath requested as chair to be able to approve the contracts if they are within the budgeted amount. Mr. Van Wyk said that the District can authorize a not-to-exceed amount for the wall. Ms. Schwenk said that she can give him a not to exceed amount. Mr. Van Wyk said that the Auditor will look at each of the contracts and goes back and sees when the Board approves those contracts and makes sure that it is the Board approving the contracts. Mr. Van Wyk stated that the Board can delegate specifics to the Chair. Ms. Schwenk asked for approval of not-to-exceed amounts and Mr. Van Wyk responded that would work. Mr. Heath suggested telling the contractor that he needs the proposal or the not-to-exceed amount before the meeting or it will be pushed back another month. Mr. Heath asked about the procedure in case the District approves a proposal for a certain amount and then the amount goes up. Mr. Van Wyk stated that they would need to do a change order and bring the change order back to the Board. Mr. Van Wyk requested approval of Resolution 2018-06.

On MOTION by Mr. Heath seconded by Mr. Rhinehart, with all in favor, the Board approved Resolution 2018-06, granting authority to the District Manager and the Chair to approve contracts between Board meetings for amounts outlined above.

**District Engineer** – Not Present

**District Manager** – No Report

**NINTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**


There were no audience comments or Supervisor requests.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss. Ms. Gaarlandt adjourned the February 8, 2018 Board of Supervisors Meeting for the Highland Meadows II Community Development District.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman