

## MINUTES OF MEETING

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

*Thursday, April 12, 2018 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

Also Present:

Roy Van Wyk	Hopping Green & Sams, P.A.
Jane Gaarlandt	Fishkind & Associates, Inc.
Jill Burns	GMS
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**

Ms. Gaarlandt announced the public comment period.

Ms. Garrett asked if the Annual User Fee of \$2,500 is in addition to the CDD fee. Mr. Van Wyk responded that the Annual User Fee is for somebody who lives outside the District and would like to use the District's facilities.

### **THIRD ORDER OF BUSINESS**

### **Consideration of the Minutes of the March 21, 2018 Board of Supervisors' Meeting**

The Board reviewed the minutes of the March 21, 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 March 21, 2018 Board of Supervisors' Meeting.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Updated Amenity Facility Policies**

The Board reviewed the updated Amenity Facility Policies. Ms. Gaarlandt indicated that at a previous meeting it was discussed not to have rental fees on the cabanas but that they would be available on a first come first served basis. Ms. Schwenk indicated that there have been issues with minors at the pool and Security is taking IDs and that is becoming an issue with the parents. She asked if it is posted that a parent must be present. Ms. Gaarlandt stated that it is in the Amenities Policies under Household Rules. Melissa informed her that individuals are required to show ID and it is typical during peak hours for Security to check ID to ensure that those at the pool are residents. Ms. Schwenk suggested posting a sign at the Amenity Center that minors must be accompanied by an adult and residents might be required at any time to produce an ID. Ms. Gaarlandt informed the Board of an incident in which there was a birthday party at the pool for someone under 18 and there were 14-16 people that had been invited. Rules state that residents can bring a maximum of four people to the pool. Ms. Gaarlandt said that there is no other way for individuals to prove that they are residents unless each resident has a photo ID access card which was done at Highlands CDD.

Ms. Burns stated that there is one District that issued bracelets to residents along with the access cards that have the name of the District printed on them and a color for minors and a color for adults. She said that there were some issues with people not bringing them but it is another option. Ms. Gaarlandt noted that is an option that was discussed at Highlands CDD but it was concluded that residents could purchase multiple and hand them out and it would be an inefficient way of restricting non-residents. Ms. Gaarlandt will look into posting some main points of the Amenity Facility Rules on a sign by the pool.

Ms. Garrett asked if the District bans bounce houses from the homeowners' personal property. Ms. Gaarlandt responded that the District only bans the bounce houses from District property and that the CDD has no authority over homeowners' private property.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal for Towing Services**

Ms. Gaarlandt explained that she has been in contact with the towing company several times and the owner has been out of town for a couple of weeks. She is waiting for him to come back in town to get the contract. Ms. Gaarlandt will follow up with the towing company and bring back information to the Board.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal for Installation of Irrigation on Easement**

Ms. Gaarlandt explained that this is for irrigation of a common area that is between two homes and that it is hard to maintain the area without any irrigation. She noted that this is a proposal from Stewart for the installation of irrigation on the easement.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with a in favor, the Board approved the proposal for Installation of Irrigation on Easement.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal for Landscape Improvement at Entrance, Phase 2B**

Ms. Gaarlandt explained that this is a proposal for landscape improvements at the entrance of Phase 2B where there needs to be mulch and new landscaping. Ms. Schwenk noted for the record that she has a conflict of interest and and stated that she did not yet send it, but she will get that to Ms. Gaarlandt and stated that she did not know that the proposal should include mulching the bed. Ms. Gaarlandt responded that it was not requested in the proposal but was one of the things that a resident brought up. Ms. Schwenk noted that the frontage was being mulched but not the full area and there were 45 five-gallon plants as well. She asked if it would be best to approve a not- to-exceed amount and she can give a proposal to the District in the meantime. Ms. Schwenk stated that her company was going to do four entrances for a total of \$2,800.00, which included all plants and mulch. She explained that the landscaping is to be done at the entrances where the children keep pulling the irrigation line out and suggested burying the irrigation line and then heavily mulching it so that they cannot get to it.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with Ms. Svhwenk abstaining, the Board approved the proposal for Landscape Improvements at Entrances, Phase 2B for a not-to- exceed amount of \$3,000.00.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal for  
Security Summer Schedule**

Ms. Gaarlandt stated that she has been in contact with the security company about the Summer schedule and she will bring this to the next meeting.

**NINTH ORDER OF BUSINESS**

**Ratification of Payment  
Authorization No. 154 - 157**

The Board reviewed Payment Authorizations Nos. 154 - 157.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with a in favor, the Board ratified Payment Authorizations Nos. 154 – 157.

**TENTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the monthly financials. Mr. Heath asked about the expense for equipment rental. Ms. Schwenk answered that it is for the playground equipment that was leased. There was no action necessary by the Board.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel** – No Report

**District Engineer** – Not Present

**District Manager** – Ms. Gaarlandt stated that the District is in the process of ordering the bicycle racks that the Board approved at the last meeting and asked if there is a delivery area where the bicycle racks can be shipped and delivered on site. A discussion ensued about where to ship the bicycle racks. Ms. Gaarlandt will try to have them shipped to Highland Homes model home in Phase 2 and if that does not work she will contact Ms. Schwenk. Mr. Van Wyk asked who will install the racks. Ms. Gaarlandt responded that Mr. Viasalyers said that he could install them.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

There were no Supervisor requests.

Ms. Garrett suggested that the District design an area where the children congregate to keep them from messing with the Districts property. Ms. Schwenk also noted that the School Board decided where the busses are permitted to pick up the students. Ms. Garrett mentioned that it also might be a safety factor.

Mr. Heath asked if the District addressed the situation at the mailboxes with putting the concrete down. Ms. Gaarlandt responded that the District did receive a proposal; it came in under \$9,000.00 and was forwarded to District Counsel to be included in a standard agreement.

Mr. Van Wyk asked if there was a ratification on the GMS contract yet. Ms. Gaarlandt responded that she did not receive the contract yet. Ms. Gaarlandt thought it was signed at the last meeting. Ms. Burns said that Sarah sent it over and asked for it to be added. Ms. Burns will send it and so the District can have a print out. Mr. Van Wyk noted that the GMS Contract was modified at the last meeting to be clear on the cost of Dissemination Agent Services, but the District needs an executed copy so GMS can open bank accounts and start the transfer of the accounts. Ms. Burns will print it out and it will be signed before she leaves.


**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss. Ms. Gaarlandt requested a motion to adjourn the meeting.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the April 12, 2018 Board of Supervisors Meeting for the Highland Meadows II Community Development District was adjourned.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman