

MINUTES OF MEETING

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING

Tuesday, November 28, 2017 at 10:07 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:

Roy Van Wyk	Hopping Green & Sams, P.A.	
Jane Gaarlandt	Fishkind & Associates, Inc.	
Keaton Alexander	Cassidy Group	
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 October 12, 2017 Board of Supervisors' Meeting

The Board reviewed the minutes of the October 12, 2017 Board of Supervisors' Meeting.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Minutes of the October 12, 2017 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Agreement between the District and Stewart & Associates Property Services, Inc. regarding Installation of Landscape Improvements (Phase 5 & 6)

Mr. Van Wyk asked Ms. Gaarlandt the total value of those improvements and Ms. Gaarlandt responded that the total is about \$270,000.00. Mr. Van Wyk noted that the bidding threshold is about \$358,000, and the District is under that threshold.

On MOTION by Mr. Shapiro, seconded by Mr. Rhinehart, with all in favor, the Board approved the Agreement between the District and Stewart & Associates Property Services, Inc. regarding Installation of Landscape Improvements (Phase 5 & 6).

FIFTH ORDER OF BUSINESS

Consideration of Agreement between the District and Old Castle Precast, Inc. regarding Installation of Perimeter Wall (Phase 4B and 4C)

Ms. Gaarlandt noted that the cost is \$173,000.00.

On MOTION by Mr. Heath, seconded by Mr. Shapiro, with all in favor, the Board approved Agreement between the District and Old Castle Precast, Inc. regarding Installation of Perimeter Wall (Phase 4B and 4C).

SIXTH ORDER OF BUSINESS

Consideration of Agreement between the District and B&A Custom Trim Works, Inc. (Phases 4B and C)

The Board reviewed the agreement between the District and B&A Custom Trim Work, Inc. for Phases 4B and 4C.

On MOTION by Mr. Adams, seconded by Mr. Heath, with all in favor, the Board approved Agreement between the District and B&A Custom Trim Works, Inc. (Phases 4B and C)

SEVENTH ORDER OF BUSINESS

Consideration of Parking/Towing Policies

Mr. Van Wyk explained that he put together a sample form of Towing Policies and this is the same one as was used in Phase 1. He has worked with Mr. Rhinehart, who looked through the policies, and noted that he would like to have this be a part of the Rulemaking Process. In order to adopt these policies and be able to implement a fine as well, the Board needs to go through the Rulemaking Process. It allows for no on-street parking and the Board can choose to do it from midnight to 6:00 a.m. or adjust the hours or say no on-street parking at all. Mr. Van Wyk noted that it is just the start of the process. Mr. Shapiro asked how that is communicated to the residents. Mr. Van Wyk explained that there must be a separate notice of the hearing on the creation of the rule for the towing policies and some type of mailed notice as well. Ms. Schwenk asked if the Phase 1 enacted the rule from midnight to 6:00 am and asked if it is working. Mr. Van Wyk stated that they are still in the process of getting that settled because they had a problem with the towing company that was the closest and they are trying to work out a contract with the towing company but they have decided that they do not want parking between midnight and 6:00 a.m. Mr. Van Wyk stated that the District would have to put up some signs for no on-street parking and warning signs and follow all the rules and procedures related to towing and it will provide the District some parking policies for the Amenity Center as well. Mr. Van Wyk requested a motion authorizing District staff to commence the Rulemaking Process and a 28-29-day process of Rulemaking and then have a public hearing. Mr. Van Wyk suggested having that hearing at the Holiday Inn as opposed to this location in case many residents show up. District staff is suggesting the January meeting and Ms. Gaarlandt noted that there are two other meetings scheduled that coincide on the same day, Highland Meadows II at 9:00 a.m., Davenport at 9:30 a.m., and the Towne Park meeting in Lakeland at 11:00 a.m. Board members suggested rescheduling the location of all three meetings to the Holiday in location for January 11, 2018.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board authorized District Staff to move forward with the Rulemaking Process.

EIGHTH ORDER OF BUSINESS

**Continues Review of Updated
Amenity Policies**

Mr. Van Wyk stated that at the last meeting the Board approved these policies and noted that if they want to they can change them. Ms. Gaarlandt noted that one of the things was the addition of the Dog Park and the soccer fields which are in place now. Ms. Schwenk asked how the Dog Park is going and she noted that it is being used.

NINTH ORDER OF BUSINESS

**Ratification of Payment
Authorizations Nos. 137-140**

The Board reviewed Payment Authorizations Nos. 137-140. Ms. Schwenk noted a conflict of interest and will abstain from voting.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with 4 in favor and 1 abstained, the Board ratified Payment Authorizations Nos. 137-140.

TENTH ORDER OF BUSINESS

Review of Monthly Financials

The Board reviewed the monthly financials. Ms. Schwenk asked when the money starts coming in and Mr. Shapiro responded that it usually comes in by the end of the calendar year. There was no action necessary by the Board.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Engineer – No Report

District Manager – No Report

TWELFTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

There were no audience comments or Supervisor requests.

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 November 28, 2017 Board of Supervisors Meeting.


Secretary / Assistant Secretary


Chairman / Vice Chairman