

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 Wednesday, October 10, 2018 at 3:30 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
Andrew Rhinehart	Assistant Secretary
Lauren Schwenk	Assistant Secretary

Also, present were:

Jill Burns	District Manager
Clayton Smith	Field Manager

*The following is a summary of the actions taken at the October 10, 2018 meeting, and a copy of the proceedings can be obtained by contacting the District Manager*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 3:32 p.m. and noted a quorum was present.

**SECOND ORDER OF BUSINESS**

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

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the September 13, 2018 Meeting**

Ms. Burns asked for any comments, questions, or corrections on the minutes. The supervisors had no comments and moved to approve.

On MOTION by Mr. Rhinehart seconded by Mr. Heath with all in favor the Minutes of the September 13, 2018 Meeting as presented were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Proposal from CAS for Phase 4 BC Landscaping**

Ms. Burns reminded the Board of their discussion at the last meeting regarding the scope of work. Ms. Burns asked for any questions on the proposal.

On MOTION by Mr. Heath seconded by Mr. Rhinehart with Mr. Heath and Rhinehart in favor and Ms. Schwenk abstaining, the proposal from Creative Association Services for the Phase 4B/C landscaping in the amount of \$24,000 was approved. (Motion Passed 2-1)

**FIFTH ORDER OF BUSINESS**

**Ranking of Proposals for District Engineering Services and Selection of District Engineer**

Ms. Burns presented a proposal from Dennis Wood Engineering in response to the District’s Request for Proposals (RFP) for Engineering Services. She recommended ranking Dennis Wood Engineering the number one firm and authorize the Chair to execute the final form of the agreement effective November 1<sup>st</sup>. The current contract with Landmark Engineering terminates at the end of the month.

On MOTION by Ms. Schwenk seconded by Mr. Rhinehart with all in favor the ranking of Dennis Wood Engineering as the number one firm to provide District engineering services and authorizing the Chairman to execute the final form of the agreement effective November 1, 2018 was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager’s Report**

Mr. Smith presented the Field Manager's Report, which was included in the agenda package.

Ms. Burns updated the Board on the access issues with the pool gates. The vendor did not have access to the program to change the timer controls because the laptop belonged to the prior management company. A new computer was purchased for \$300 and the program was reinstalled. There were no further complaints.

Discussion ensued regarding the new plants and a meter for lights at the Olsen Road and Pheasant Drive entrance monuments. Ms. Schwenk would ask the HOA's landscaper for an opinion.

Mr. Smith discussed upcoming projects such as pressure washing, repairing entrance monuments, and straightening leaning trees and signs. Ms. Burns authorized the repair of the handicapped pool lift, which cost \$800 to \$900 because it was an ADA compliance issue. She discovered that the missing letters on the entry monument were removed by the vendor to make adjustments. Mr. Rhinehart noted the letters on the Phase 5 monument were crooked.

#### **D. District Manager's Report**

##### **i. Balance Sheet and Income Statement**

Ms. Burns presented the Unaudited Financial Statements and no action was required. The direct bill schedule was revised, due to the District receiving \$60,000, which was sufficient for operations through the end of the month; however, November may be tight and some payments may need to be withheld.

Mr. Heath asked why field and pool expenses were over budget. Ms. Burns indicated these items were under funded. Mr. Heath noted \$246,000 in Capital Outlay. Ms. Burns stated she would confirm if Capital Outlay could be utilized. Mr. Heath questioned the Trustee and Dissemination Agent services. Ms. Burns explained the third phase of bonds were issued after the budget was adopted and there were different Dissemination Agents for each phase. In the future, GMS would serve as Dissemination Agent. Discussion ensued.

Ms. Burns received a notice from the City of Davenport regarding no backflow preventers at the Amenity Center. The District had one week to install them. She suggested prioritizing items to be completed once funds were received from the Tax Collector the last week

in November/first week of December. Along with supervisor fees, GMS would withhold their invoices until there were sufficient funds.

**ii. Ratification of Payment Authorizations #168-#172**

On MOTION by Mr. Heath seconded by Mr. Rhinehart with all in favor Payment Authorizations #168-#172 were ratified.

**iii. Ratification of Requisitions #20-#40**

On MOTION by Mr. Heath seconded by Mr. Rhinehart with all in favor Requisitions #20-#40 were ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**


**Supervisor's Requests and Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Heath seconded by Mr. Rhinehart with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman