

Highland Meadows II

Community Development District

135 W. Central Blvd., Suite 320, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

December 5, 2018

**Board of Supervisors
Highland Meadows II Community
Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the **Highland Meadows II Community Development District** will be held **Wednesday, December 12, 2018 at 3:30 PM at 346 E Central Ave., Winter Haven, FL 33880**. Following is the call-in information and the advance agenda for the meeting:

Call-in Info: **Conference Number:** 1-719-359-9722 or 1-888-757-2790
 Guest Passcode: 343866

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the November 14, 2018 Board of Supervisors Meeting and Acceptance of Minutes of the November 8, 2018 Landowner's Election
4. Consideration of Proposal for Website ADA Compliance
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Field Manager's Report
 - D. District Manager's Report
 - i. Balance Sheet and Income Statement
 - ii. Approval of Check Register
 - iii. Ratification of Payment Authorizations #175
 - iv. Ratification of Requisitions #48
6. Other Business
7. Supervisors Requests
8. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. Speakers must fill out a Request to Speak form and submit it to the District Manager prior to the beginning of the meeting.

The third order of business is the approval of the minutes of the November 14, 2018 Board of Supervisors meeting and the Acceptance of the November 8, 2018 Landowners Election. The minutes are enclosed for your review.

The fourth order of business is the consideration of the proposal for website ADA compliance. A copy of the proposal is enclosed for your review.

¹ Comments will be limited to three (3) minutes

The fifth order of business is Staff Reports. Section C is the Field Manager's Report. A copy of the report is enclosed for your review. Section D is the District Manager's Report. Sub-Section 1 includes the balance sheet and income statement for your review. Sub-Section 2 include a copy of the check register for review. Sub-Section 3 includes Payment Authorization numbers 2019-03 and 2019-04. A copy of the Payment Authorizations and supporting documentation are enclosed for your review. Sub-Section 4 includes the ratification of Requisition. Supporting documentation is enclosed for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jill Burns
District Manager

CC: Wes Haber, District Counsel
Paul Hutchinson, District Engineer
Jill Burns, GMS