

**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 Thursday, **June 14, 2018** at 9:00 a.m. at 346 East Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath  
Scott Shapiro *via telephone*  
Andrew Rhinehart  
Lauren Schwenk

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also, present were:

Jill Burns  
Sarah Warren  
Alan Scheerer

GMS  
Hopping Green & Sams  
Field Operations

*The following is a summary of the discussions and actions taken at the June 14, 2018 Highland Meadows II Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and all Board Members introduced themselves. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns announced the public comment period and noted for the record that there were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the May 10,  
2018 Meeting**

The Board reviewed the minutes of the May 10, 2018 Board of Supervisors' Meeting.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the minutes of the May 10, 2018 meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Discussion of Alternatives to Current Street Parking & Towing Policy**

Ms. Burns reminded the Board at the previous meeting they adopted a policy that would not allow street parking at any time, and that they sent out a letter notifying residents if they parked on the street they would be towed starting June 10<sup>th</sup>. Ms. Burns mentioned that they received many calls in response of those letters. Ms. Burns suggested choosing one side of the street even or odd, giving room for cars to pass. The Board discussed previous policies that contained special exemptions for holidays. The Board also discussed allowing parking on one side of the street and designated the other side as no parking and a tow away zone. Ms. Burns explained that residents were calling about another issue concerning police ticketing cars that are blocking the sidewalk. The Board discussed allowing overnight parking as long as the cars are parked on the correct side of the road. The Board decided that vehicles can park on the odd numbered side of the street, but the vehicles may not block the driveways or park on the grass. The Board also decided there will be a 14-day limit on unmoved cars parked on the street. The new policy will begin June 25<sup>th</sup>. Notice of the new policy will be posted on the District's website and mailed to all landowners within the District.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Alternative Street Parking and Towing Policy, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Second Amendment to Landscape & Irrigation Maintenance Agreement with Creative Association Services**

Ms. Burns reminded the Board that in March there were three phases (Phase 5, Phase 6, Phase 6A) that were added to the existing landscaping contract. Ms. Burns explained that this amendment revises the previous agreement to include these three phases.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Second Amendment to Landscape and Irrigation Maintenance Agreement with Creative Association Services, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of First Amendment to Field Management Agreement with Melissa Stocksick**

Ms. Burns reminded the Board that at the last meeting Ms. Stocksick's hours were reduced from 15 to 10. This amendment revises the contract, which will be written and signed for the record.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the First Amendment to Field Management Agreement with Melissa Stocksick, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal from American Park and Recreation Company for Replacement Canopy**

Ms. Burns explained that the quote was passed along from William, the previous field manager. The quote was obtained to replace a sail shade at the amenity facility. The vendor was the original installer, and the total amount is \$2,478.57.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Proposal from American Park and Recreation Company for Replacement Canopy, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-10 Approving a Boundary Amendment**

Ms. Warren explained that Resolution 2018-10 authorizes staff to submit a petition to amend the boundaries to add the parcel that is approximately 10 acres.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2018-10 Approving a Boundary Amendment, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Funding Agreement for Boundary Amendment**

Ms. Warren explained that the funding agreement states that the developer agrees to fund the boundary amendment.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Funding Agreement for the Boundary Amendment, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Agreement for Fencing Installation**

Ms. Burns explained that the fencing installation quote was provided by Milton and it is approval for the phases 4B and 4C. The total amount is \$76,793.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Agreement for Fencing Installation, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Warren had nothing further to discuss with the Board.

**B. Engineer**

Ms. Burns let the Board know that the District Engineer was not on the line at the time of the meeting.

**C. District Manager**

**i. Balance Sheet and Income Statement**

Ms. Burns explained that the accountant was still working on getting the financial information into their system in order to be able to generate monthly financials and they hope to have monthly financials ready for the next meeting.

**ii. Ratification of Payment Authorization No. 164**

Ms. Burns stated that Payment Authorization No. 164 had already been approved by the chair, however it still needed to be ratified by the Board.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Payment Authorization No. 164 was ratified.

**iii. Other Business**

Ms. Burns stated that after reviewing the previous minutes and information that was passed over, there were a couple gaps that needed to be filled in. Ms. Burns inquired about a discussion in the prior meeting about irrigation that was to be installed in the area between the homes. Ms. Schwenk stated that Stewart had provided a quote for the work, and she offered to provide a copy to Ms. Burns. Ms. Burns explained that she has been getting calls from residents about that particular area, and suggested moving ahead with authorization for work in that area. Mr. Heath suggest authorizing a not to exceed amount of \$20,000.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Irrigation Installation with a NTE amount of \$20,000, was approved.

Ms. Burns explained that she has met onsite with vendors, and also stated that Brett from CAS informed her that he gave Ms. Oakley some entry quotes for clean-up. Ms. Burns requested a list of developers and contactors by phase, as she was missing some contact information after the turnover. Mr. Shapiro stated that he will provide Ms. Burns with the builder information for each phase. Ms. Burns stated that Comcast had been out to the community the prior day and they could not install internet yet because the construction lines were not finished yet. Ms. Burns explained that by the next meeting the internet should be working. Ms. Burns stated that she received a call from the Davenport Police Department saying they had received calls from several residents who say that the 30 mph speed limits were too high in the community. In the phone calls, the residents also asked the Davenport Police to patrol the roads because they have been having issues with speeders. Ms. Burns stated that the Davenport Police Department sent people out and they concluded that residents were not speeding but the speed limit of 30 mph on the community roads is too high. Ms. Burns stated that the Davenport Police Department suggested 15 mph. Ms. Schwenk asked if that would include getting all new speed limit signs, and Ms. Burns concluded that yes it would and she could provide the Board with quotes for the

signs. Ms. Burns stated that she would bring the quotes back to the next meeting and also clarify with the City whether the Board needs permission to change the speed limit.

**D. Field Manager**

Mr. Scheerer introduced himself and explained to the Board that they have some catching up to do around the community. Mr. Scheerer stated that irrigation inspections need to be a main focus, as well as making sure the landscape work is being completed according to the contracts in place. Mr. Scheerer also stated that he would have a report for the Board at the next meeting. Mr. Scheerer explained that the pool looked good and that it just passed the Department of Health inspection. Ms. Schwenk inquired about the length of time Mr. Scheerer has work with GMS, to which Mr. Scheerer replied 13 years. Mr. Scheerer went into detail with the Board about his work history and field background.

**TWELFTH ORDER OF BUSINESS**

**Other Business and Audience Comments**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor's Requests**

Ms. Schwenk stated that she attended the HOA meeting and discussed with the Board some issues that were being brought up repeatedly. The Board concluded that they will continue to check on the clubhouse and note any complaints about security that need to be brought back to the next meeting.

**FOURTEENTH 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