

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, August 9, 2018 at 9:00 a.m. at 346 E Central Ave., Winter Haven, Florida 33880.

Present and constituting a quorum were:

Rennie Heath	Chairman
Scott Shapiro	Vice Chairman by phone
Andrew Rhinehart	Assistant Secretary
Lauren Schwenk	Assistant Secretary

Also, present were:

Jill Burns	District Manager
Sarah Warren ( <i>via phone</i> )	Hopping Green & Sams

*The following is a summary of the discussions and actions taken at the August 9, 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 at 9:30 a.m. and stated that 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*)

Ms. Burns opened the public comment period. No members of the public were present.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the July 12, 2018 Meeting**

Ms. Burns presented the minutes of the July 12, 2018 Meeting.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Minutes of the July 12, 2018 Meeting, were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Renewal of Security Services Agreement with Lockdown Security**

Ms. Burns stated that the security contract with Lockdown Security expires on August 15<sup>th</sup>. They provide security services 40 hours per week for 14 weeks during the summer and 40 hours per month for the remaining 9 months.

**A. Quote for Security Services from Community Watch Solutions**

Ms. Burns presented a quote from Community Watch Solutions for security services in the amount of \$14,996, or \$15.50 per hour. They use GuardTrax, a check-in system and are the security company for the Lake Ashton CDD. \$15,000 was budgeted for security.

**B. Quote for Security Services from DSI Security Services**

Ms. Burns presented a quote from DSI Security Services; however, they could only provide 40 hours per week services for \$17.00 per hour.

Ms. Schwenk favored DSI Security Services due to their tracking system, meeting the budget amount and providing the services that the community wanted. There were difficulties with how Lockdown Security handled situations at the pool and were aggressive with residents.

Mr. Heath asked about the policy for terminating Lockdown Security. Ms. Burns stated that the Board did not have to terminate Lockdown Security. Their contract would not be renewed; however, there may be a one-week period of having no security, due to Community Watch Solutions needing a maximum of two weeks to hire and train a guard.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, to not renew the contract with Lockdown Security and enter into an agreement with Community Watch Solutions, in the amount of \$14,996, for 40 hours per week during the summer and 40 hours per month for the remainder of the year, was approved.

Ms. Burns would send a termination notice to Lockdown Security and Ms. Warren would draft an agreement.

Ms. Burns noted that the District paid a resident, Melissa Stocksick, \$17 per hour for pool monitoring and key card distribution, and suggested that Community Watch Solutions provide the pool monitoring services for \$15.50 per hour and GMS handle the key card distribution at no cost. Ms. Stocksick’s contract expired at the end of September. Discussion ensued.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, terminating the contract with Melissa Stocksick, as of the start date of Community Watch Solutions and transferring her hours to the security company in October, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal from Associated Construction Products, Inc. for Retaining Walls in Phase 4B/C**

Ms. Burns received a proposal from Associated Construction Products, Inc. for the retaining walls in Phase 4B/C, in the amount of \$31,283. Since this expenditure exceeded staff approval of \$30,000, she requested approval from the Board.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Proposal from Associated Construction Products, Inc., in the amount of \$31,283, for the retaining walls, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Warren stated that HGS reviewed all of their clients meeting schedules and proposed moving Highland Meadow II CDD meetings to the second Wednesday of each month at 3:30 p.m. Discussion ensued.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, setting the Fiscal Year 2019 meeting schedule, for the second Wednesday of each month at 3:30 p.m., at this location, was approved.

**B. Engineer**

The District Engineer was not present.

**C. Field Manager’s Report**

Ms. Burns presented the Field Manager’s Report. All issues from the prior month were addressed. Everything looks good. The braces on the palms at the entrance would remain through the storm season and be removed in December. All weeds were sprayed. Staff requested authorization to purchase a second battery for the pool lift, for \$300, as there was only one. Approval was given, as this was an ADA compliance issue. Regarding the landscaper performing irrigation checks, Mr. Scheerer would provide the contractor with a sample report. Ms. Schwenk noted that an irrigation tech was evaluating the system to check the codes.

**D. District Manager’s Report**

**i. Ratification of Payment Authorization No. 166**

Ms. Burns presented Payment Authorization No. 166, which was approved by the Chairman, and requested ratification by the Board.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Payment Authorization No. 166, was 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