

**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, **July 10, 2019** at 3:34 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Andrew Rhinehart	Assistant Secretary
Lauren Schwenk	Assistant Secretary
Joel Adams <i>via phone</i>	Assistant Secretary

Also, present were:

Jill Burns	GMS
Clayton Smith	GMS
Roy Van Wyk	HGS
Patrick Marone	Developer's Office
Residents	

The following is a summary of the actions taken at the July 10, 2019 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 and stated there were three supervisors in attendance and one was attending by phone, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns opened the public comment period and asked for any questions or comments on the agenda items listed. There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the June 20, 2019 Board of Supervisors Meeting

Ms. Burns asked for questions, comments, or corrections to the minutes. The board had no corrections or comments.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Minutes of the June 20th, 2019 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

A. Budget

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns presented the Fiscal Year 2020 Budget to the board. The overall budget amount is \$860,299. There was an increase to the budget, but with the boundary amendment there was also an increase in the number of lots. The assessment per lot will be going down about \$2. Based on the budget presented, the O&M budget would be \$626. The increase line items were to the property appraiser, irrigation repairs, landscape maintenance, and street lights. We added sidewalk and asphalt maintenance, that wasn't previously a line item. There was an increase to security to allow for additional hours at the pool. There was a decrease to the playground lease, one of the leases was paid off during the last fiscal year so they reduced that line item. There was a reduction to the O&M as well. The overall budget increased, but the amount per lot is decreasing because there is more land. Ms. Burns asked for any questions from the board or members of the public.

A resident asked about areas being expanded, and Ms. Burns explained the new areas that were added and noted that she would show the resident a map of the areas after the meeting. The resident also asked what 'Materials and Replacements' under Landscape Maintenance covered. Ms. Burns noted that would cover an all over mulch of the community common areas done annually. It covers plant replacement for landscape enhancements to the entrances that will be done in the coming weeks.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Closing the Public Hearing, was approved.

a. Consideration of Resolution 2019-10 Adopting the Fiscal Year 2020 Budget and Relating to Annual Appropriations

Ms. Burns asked for any further questions on the budget. Hearing none, she asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2019-10 Adopting the Fiscal Year 2020 Budget, was approved.

b. Consideration of Resolution 2019-11 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns presented the assessment roll that will be collected by the Polk County Property Appraiser. Phase 7 and 7a will be directly collected. Ms. Burns asked for any questions from the board. The board had no comments or questions.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2019-11 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Revised Proposal from VGlobal Tech to Include Quarterly Site Audit

Ms. Burns presented the revised proposal from VGlobal Tech. The first quote was for \$1,800 per year the second was for \$1,450. Ms. Burns suggested approving the \$1,450 option.

On MOTION by Mr. Heath seconded by Mr. Rhinehart with all in favor, Option 2 totaling \$1,450 from VGlobal Tech to Include Quarterly Site Audit, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Acceptance of Fiscal Year 2018 Audit

Ms. Burns noted that page 29 of the audit report, the management report stated there were no findings. It was a clean audit.

On MOTION by Mr. Heath seconded by Ms. Schwenk with all in favor, the Fiscal Year 2018 Audit, was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Authorization to Issue RFP for Phase 7 Construction and Approval of Evaluation Criteria

Ms. Burns noted the deadline for questions is August 2nd, the proposals are due August 16th.

On MOTION by Mr. Heath seconded by Mr. Rhinehart, with all in favor, Authorization to Issue RFP for Phase 7 Construction and Approval of Evaluation Criteria, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Wyk had nothing further for the board.

B. Engineer

Mr. Dennis had no further comments.

C. Field Manager's Report

Mr. Smith presented the Field Manager's Report to the board. Mr. Smith noted the pool light was dislodged and repaired. The chlorine pump caused the filters to get backed up, the pool was closed for the day and cleaned. The pool area drain was snaked and cleared out. The pool sink was dislodged from the wall mount and was repaired. The paper towel was damaged and has been repaired.

Mr. Smith noted the stuck zones were repaired. The contractor continues to repair the and monitor the irrigation system. They are replacing the missing signage in Phase 4A. For upcoming projects, missing and unhealthy plants in beds in the common areas and amenity areas and at the entrances need to be replaced. The beds in the community need to be mulched and the entrance monuments need to be pressure washed and repaired.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns noted the check register totaled \$106,054.58.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Check Register totaling \$106,054.58, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns asked for questions on the financials, the board had none.

iii. Approval of Fiscal Year 2020 Meeting Schedule

Ms. Burns noted the proposed schedule would contemplate keeping the same schedule, the second Wednesday of each month at 3:30.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Fiscal Year 2020 Meeting Schedule, was approved.

NINTH ORDER OF BUSINESS

Other Business

Ms. Burns asked for any comments from the public. Multiple residents spoke with the board and Ms. Burns regarding maintenance easements on their property. The board still looking into whether or not that is district property. The board decided to adjourn the meeting and Ms. Burns would discuss the topic further with residents off the record.

TENTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Burns asked for any other comments or requests. There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

On MOTION by Mr. Heath seconded by Ms. Schwenk, with all in favor the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman