

**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 Tuesday, **March 8, 2022** at 2:30 p.m. at the Holiday Inn, 200 Cypress Gardens Blvd., Winter Haven, FL.

Present and constituting a quorum:

Christopher Lopez	Vice Chairman
Brian Walsh	Assistant Secretary
Kristen Anderson	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Meredith Hammock	KE Law Group
Roy Van Wyk <i>by Zoom</i>	KE Law Group
Alan Rayl	Rayl Engineering
Marshall Tindall	GMS
Clayton Smith	GMS
Alex Gould <i>by Zoom</i>	Reserve Advisors

*The following is a summary of the discussions and actions taken at the March 8, 2022 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 stated that the Supervisors listed above were in attendance, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that this portion of the agenda was for residents who had any comments on agenda items listed. Hearing no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the December 14, 2021 Board of Supervisors Meeting**

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Ms. Burns presented the minutes of the December 14, 2021 Board of Supervisors meeting and asked for any comments, corrections, or additions to the minutes. Hearing none, she asked for a motion to approve.

On MOTION by Mr. Walsh, seconded by Ms. Anderson, with all in favor, the Minutes of the December 14, 2021 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Presentation of Reserve Study from Reserve Advisors**

Ms. Burns stated that Alex Gould was in attendance via Zoom regarding this presentation.

Mr. Gould gave an overview of the Reserve Study to the Board. He emphasized that a reserve item was considered as anything the community owns that has a predictable useful life. Mr. Gould also stated that roads and sidewalks were important topics in this report. He stated that it was recommended in the report that \$395,000 go into reserves and continuing that with inflation for the next 30 years.

Ms. Burns stated to the Board that this can be used as a guide for budgeting and does not have to be strictly followed. Mr. Gould stated that if the Board had any questions or issues, that the Board has 6 months to revise the data in the report.

**FIFTH ORDER OF BUSINESS**

**Consideration of Arbitrage Rebate Reports**

- A. Series 2016, Assessment Area 3 Project**
- B. Series 2016, Assessment Area 4 Project**

Ms. Burns stated that the District is required to demonstrate that they do not earn more interest than they pay. She stated that on page 4 of the reports, it shows a negative arbitrage amount which means they do not earn more interest. The report is required annually.

On MOTION by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Series 2016 Assessment Area 3 and 4 Projects, were approved.

**SIXTH ORDER OF BUSINESS**

**Discussion Regarding Phase 3 Empty Tract (requested by Supervisor Anderson)**

Ms. Burns stated that Ms. Anderson would review this.

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Ms. Anderson stated that they had the fence up and that they needed to discuss the next steps. Ms. Anderson brought up irrigation of the tract, and Mr. Smith agreed that irrigation would be a good idea.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock stated she had nothing to report.

**B. Engineer**

Mr. Rayl asked if the stormwater needs analysis report was added onto the agenda. He went over the requirements for the report and recommended that the Board budget \$10,000 for that report to be completed. He stated that the report had to be done every five years and that after the first report is complete, the future reports should be easier to complete.

**C. Field Manager's Report**

Mr. Smith summarized the Field Manager's report for the Board.

**i. Consideration of Surplus of Existing Pool Furniture**

Mr. Smith stated that new furniture was coming soon, so they needed to clear space for that and get rid of old furniture.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Surplus of Existing Pool Furniture, was approved.

The Board asked if residents could come pick up the old furniture. Ms. Hammock explained some Florida statutes regarding surplus furniture. She stated that they could go the donation route, but that per the Florida statute, it would need to be offered to a private non-profit.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns stated the check register from December 8, 2021 through February 28, 2022 was in the Board agenda package. The total was \$1,340,276.93. She asked for a motion to approve.

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On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated that the financials through October 31<sup>st</sup> were in the packet for the Board’s review and no action needed to be taken.

**EIGHTH ORDER OF BUSINESS**

**Closed Session of Board Discussion  
Regarding Security**

Ms. Burns stated that there would be a closed session regarding security and this is allowed under Florida statutes to discuss security items such as hours and procedures that do not need to be in public record.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Public Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

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

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman