

**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, **December 14, 2021** at 2:30 p.m. at the Holiday Inn, 200 Cypress Gardens Blvd., Winter Haven, FL.

Present and constituting a quorum:

Rennie Heath	Chairman
Christopher Lopez	Vice Chairman
Kristen Anderson	Assistant Secretary
Brian Walsh ( <i>by phone</i> )	Assistant Secretary
Milton Andrade ( <i>by phone</i> )	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Sarah Warren	KE Law Group
Meredith Hammock	KE Law Group
Marshall Tindall	GMS
Clayton Smith	GMS
Residents	

*The following is a summary of the discussions and actions taken at the December 14, 2021 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.

One resident had a comment on the use of the Polk County Sherriff and just wanted to make residents aware of residents calling the sheriff's office instead of using pool security, and another resident also commented on the same topic.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the October 12, 2021 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the October 12, 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. Lopez, seconded by Ms. Anderson, with all in favor, the Minutes of the October 12, 2021 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Discussion Regarding Availability of Off-Duty Officers for Pool Security**

Ms. Burns stated they had been previously contracted with the Davenport Police Department for 10 hours during the off-peak season in the winter and 40 hours during the summer season. She noted that a few shifts had not been picked up in October due to obligation and availability issues, therefore they told the District they would no longer be able to service the District for pool security due to staffing. The Board decided to find proposals for security to bring back to the February meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated that Polk County required the District to enter into the agreement annually. She noted it was regarding exempt parcels with judges or police officers who were exempt from having their addresses disclosed, therefore the agreement stated they would not disclose those addresses. She asked for a motion to approve.

On MOTION by Ms. Anderson, seconded by Mr. Heath, with all in favor, the 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Contract Agreement with Polk County Property Appraiser**

Ms. Burns noted that the county required an annual agreement for them to gather the parcels in the community and send them to their office so that they could use those parcels to place the assessments on the tax bill. She asked for a motion to approve.

On MOTION by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Contract Agreement with Polk County Property Appraiser, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Warren stated she had nothing to report.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager's Report**

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

Completed items include:

- Pool had been fixed
- Replaced drain covers
- Installed measures to help protect the camera systems at the Amenity
- Plant refreshes around community were finished
- Fences repaired

In progress projects include:

- Signage and relocation was almost complete
- "No Parking" signs being installed and would be completed by early 2022
- Wanted to add inspection after pressure-washing of sidewalks
- Reserve study would be completed by January

**i. Consideration of Proposal for Adding Solar Lights to All Mailboxes**

Mr. Smith presented the proposal, noting that Phase 3 was a focus area. Ms. Burns noted that Phase 7 would be paid for by construction, as well as that the capital reserves had \$250,000 that could be partially used for smaller projects if needed. The total for the project was \$4,000.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, Installation of Solar Lights at All Mailboxes, was approved.

**ii. Consideration of Renewal of Current TruGreen Contract or Change of Pest Control Fertilization Vendor**

Ms. Smith presented the contract renewal with TruGreen, and Ms. Burns asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Ms. Anderson, with all in favor, the Renewal of Current TruGreen Contract or Change of Pest Control Fertilization Vendor, was approved.

**iii. Consideration of Proposal for Pool Gutter Repair *(to be provided under separate cover)***

Mr. Smith presented the proposal, noting that it was for the gutter in the back corner by the pool. Ms. Burns asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Mr. Lopez, with all in favor, the Proposal for Pool Gutter Repair, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns stated the check register from October 6<sup>th</sup> through December 7<sup>th</sup> was in the Board package and asked for approval. The total was \$129,152.70. She asked for a motion to approve.

On MOTION by Mr. Lopez, seconded by Ms. Anderson, 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. She noted they had received their first round of assessments from the tax bills. With no questions, the next item followed.

**iii. Discussion Regarding Holiday Towing**

The Board decided to direct the towing company to tow during the holidays.

**iv. Proposal for change in Meeting location**

Ms. Burns presented the proposal to change meeting locations. The motion failed.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with 2 in favor and 3 opposed, Changing the meeting location, the motion failed.
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**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests and Audience**

**Comments**

One resident, Christine Williams, asked if it would be possible to put up signs about autistic children living within the neighborhood for the children's safety. Ms. Burns responded that they could not spend public funds that are specific to one property or to private improvements but suggested that the HOA could possibly do that.

Mr. Heath asked Ms. Warren if they would be able to put the sign in the right-of-way, to which she responded that she was almost sure that they could, as long as they weren't violating any sign compliances.

Mr. Heath also suggested that they get the HOA to pay for the sign and that the CDD install it. Supervisor Lopez offered to pay for the Autistic Children signs of his own accord, using his own personal funds. The Board agreed that Supervisor Lopez could pay for the Autistic Children signs personally, due to his offer to do so.

**NINTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman