

**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, **July 12, 2022** at 2:30 p.m. at the Holiday Inn, 200 Cypress Gardens Blvd., Winter Haven, FL and by Zoom.

Present and constituting a quorum:

Christopher Lopez
Kristen Anderson
Milton Andrade
Brian Walsh

Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Tricia Adams
Meredith Hammock
Alan Rayl
Marshall Tindall
Clayton Smith

District Manager, GMS
District Manager, GMS
District Counsel, KE Law Group
Rayl Engineering
Field Services, GMS
Field Services Manager, GMS

The following is a summary of the discussions and actions taken at the July 12, 2022 Highland Meadows II Community Development District's Regular Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and stated that there are four Supervisors present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns opened the floor to the public comment period, specific to items on the agenda and reminded the public to keep to the three-minute limit. There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the April 12, 2022 Board of Supervisors Meeting

Ms. Burns presented the minutes of the April 12, 2022 Board of Supervisors meeting and asked for any questions, comments, or corrections to the minutes. Hearing none, she asked for a motion of approval.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Minutes of the April 12, 2022 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing on the Adoption of the Fiscal Year 2023 Budget

Ms. Burns stated that this public hearing has been advertised in the newspaper in accordance with Florida statutes and asked for a motion to open the public hearing.

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

A. Consideration of Resolution 2022-04 Adoption of the District’s Fiscal Year 2023 Budget and Appropriating Funds

Ms. Burns stated that the preliminary budget is included in the agenda package and gave a brief overview of the budget for the Board. It was reported that there will not be an increase to assessments for the upcoming year. For the benefit of the Board, Ms. Burns stated that the only thing that has changed since the budget was discussed at the preliminary meeting is the removal of the telephone line because staff is using Zoom instead of a conference call line.

Ms. Burns opened discussion to public comments. There being none, Ms. Burns asked for a motion to close the public hearing.

On MOTION by Mr. Lopez, seconded by Ms. Anderson, with all in favor, Closing the Public Hearing, was approved.

There being no questions or comments from the Board on the preliminary budget, Ms. Burns asked for a motion of approval.

On MOTION by Mr. Lopez, seconded by Ms. Anderson, with all in favor, Resolution 2022-04 Adoption of the District's Fiscal Year 2023 Budget and Appropriating Funds, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-05 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023 Meetings

Ms. Burns stated that the fiscal year starts October 1, 2022 and runs through September 30, 2023. Ms. Anderson wanted to approve the schedule as presented but consider a new date, time, and location for meetings after the general election when residents are seated on the Board. Ms. Burns noted that they will keep the schedule the same and will then consider the matter at the December meeting when the Board will have the option to revise the meeting schedule for the remainder of the fiscal year.

On MOTION by Ms. Anderson, seconded by Mr. Andrade, with all in favor, Resolution 2022-05 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023 Meetings, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Arbitrage Rebate Reports:

A. Series 2017 Assessment Area 5 Project

Ms. Burns reported that under the internal revenue code, the District is required to demonstrate that it does not earn more interest than it pays, and these reports show those findings.

On MOTION by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Arbitrage Rebate Report for Series 2017 Assessment Area 5 Project, was approved.

B. Series 2017 Assessment Area 6 Project

Ms. Burns asked for a motion of approval.

On MOTION by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Arbitrage Rebate Report for Series 2017 Assessment Area 6 Project, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Temporary Access Agreement between District and Resident

Ms. Burns stated that there is a resident constructing a pool that was using a common area tract behind their home to access the back fence for their construction project and they are asking for District permission. The agreement will protect the District from any damages the resident may be liable for in using that area. Ms. Anderson asked if the \$500 deposit is necessary and Ms. Hammock stated that it is typical for an agreement like this and just ensure that the District will be able to fix the sod that will most likely be torn up from the work vehicles and if it is not, the resident will get that deposit back. Ms. Anderson then asked if there is a form of communication that staff can provide to the HOA letting them know that residents will, have to ask the District to use common CDD property so the homeowners are aware of the process to cover all the bases. Staff will draft a letter and have it sent.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Temporary Access Agreement between the District and Resident, was approved.

EIGHTH ORDER OF BUSINESS

Review and Discussion of Security Post Orders

Ms. Burns noted that staff requested adding this item to the agenda as a reminder. Certain security information is exempt from public records, but the overview can be found in the agenda package. There was a brief discussion about some of the ongoing issues and resident complaints. There being no comments or question, the next item followed.

NINTH ORDER OF BUSINESS

Discussion Regarding Revised Tow Away Zones in Summerview Crossing

Ms. Burns stated that the HOA has passed on several resident complaints regarding street parking in that area. They are asking the Board to revise the parking policy to limit parking on the four corners of a specific intersection. Ms. Burns suggests that if the Board does want to change the policy to be consistent with the rest of the parking rules, they should send notice to the residents in that area to let them know of the change.

On MOTION by Ms. Anderson, seconded by Mr. Andrade, with all in favor, the Revised Tow Away Zones in Summerview Crossing, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated she had no update and offered to answer any questions for the Board. There being none, the next item followed.

B. Engineer

i. Ratification of Stormwater Needs Analysis Report

Mr. Rayl reported that the stormwater needs analysis had been submitted to the county on time as required. The report can be found in the agenda package and Ms. Burns asked for a motion to ratify.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Stormwater Need Analysis Report, was ratified.

C. Field Manager's Report

Mr. Smith presented the field manager's report for the Board. Completed items included:

- New pool furniture has been installed.
- Monthly playground inspection.
- Delineators installed in phase VI.
- Damaged restroom sink was replaced.
- Speed limit signs in phase VII/VIIa installed.
- Bees near playground were identified and removed.

- Working with landscaper to address some deficiencies caused by vandalism to their fleet.
In. process items include:
- Phase 3 common area improvements.
 - Proposals for meter installation gathered.
- Irrigation clock troubleshooting.
- Assembling proposals for shade installation.
- Replacing damaged chairlift to meet ADA compliances.

i. Consideration of Quotes for Adding Irrigation to Tract A in Phase 3

a) Quote for Irrigation Meter and Backflow Installation

Mr. Smith presented the proposals for a three-quarter inch meter which was discussed with the landscaper and should be sufficient to irrigate. A conservative high estimate for a total cost would be approximately \$3,800. The previously approved not to exceed was \$5,500 and Mr. Smith did not anticipate the meter alone costing \$5,000. They discussed naming the project for identification and budgeting purposes and Ms. Burns suggested the Phase 3 Park.

On MOTION by Ms. Anderson, seconded by Mr. Andrade, with all in favor, a Not to Exceed of \$10,000 for Meter and Backflow, was approved.

ii. Discussion Regarding Increasing the Frequency of Pool Maintenance and Janitorial Services

a) Consideration of Quote for Additional Pool Hours

Mr. Smith stated as the community is filling out, they will need additional hours for pool operation. The vendor proposed moving to 6 days a week through the summer seasons and three days a month in all other seasons for \$3,000 a month.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, Quote for Additional Pool Hours, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register to the Board which can be found in the agenda package. There being no questions, she asked for a motion of approval.

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 were in the packet for the Board’s review and no action is required from the Board.

iii. Presentation of Number of Registered Voters – 2,273

Ms. Burns stated the number of registered voters is 2,273. Ms. Burns introduced Tricia Adams to the Board, she will be working with the CDD moving forward.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Public Comments

Ms. Burns opened the floor to audience comments and asked that the comments be kept to the three-minute time limit.

- Brian Fendler: issue of the common area landscaping in Phase 5 along the dry retention area. The landscaping company tends to leave hedge trimmings on homeowner’s lots which is concerning. Mr. Smith will reach out to the landscapers to fix the problem.
- Charles King: concerned about the encroachment issue. The common area needs to be cut because it’s becoming a safety issue. Discussion continued about which direction to go in with the HOA approving fences on easement property. Staff will work on contacting residents. Staff will bring back options of solutions at the next meeting.
- Julio Bagarow: Street parking concerns. He’s thinking about selling his house because he lives on the “wrong side of the street.” Ms. Burns wanted to be clear that the residents do not own the roads and parking on the street is governed by the CDD. The Board decided to allow one side of the street parking because in order to allow for emergency vehicle access and to allow for the free flow of traffic while balancing the need for guest parking. The Board had a conversation about parking policies and discussed the pros and cons of many options such as eliminating overnight parking. The Board and staff will review the

July 12, 2022

Highland Meadows II CDD

parking policies after the general election. Staff will note to add Parking Rules to the December agenda for Board discussion.

THIRTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman