



Rizzetta & Company

Highland Meadows II Community Development District

**Board of Supervisors
Meeting
February 15, 2024**

District Office:
8529 South Park Circle, Suite 330
Orlando, Florida 32819
407.472.2471

www.highlandmeadows2cdd.com

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT II

Board of Supervisors	Deborah Galbraith Kristen Anderson Miguel Santana-Vazquez Genelle Moore Tucker Joellen Dibrango	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Brian Mendes	Rizzetta & Company, Inc.
District Counsel	Kristen Trucco	Latham Luna LLP.
District Engineer	Mark Wilson	Kimley-Horn

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 472-2471. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT II

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www.highlandmeadows2cdd.org

February 7, 2024

**Board of Supervisors
Highland Meadows Community
Development District II**

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the **Highland Meadows Community Development District II** will be held on **February 15, 2024, at 4:30 p.m.** at the **Shamrock First Baptist Church** located at **2661 Marshall Rd, Haines City, FL 33844**. The following is the final agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. COMMUNITY UPDATES**
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting Held on May 11, 2023..... Tab 1
 - B. Consideration of Minutes of the Board of Supervisors Meeting Held on December 29, 2023 Tab 2
 - C. Consideration of Minutes of the Board of Supervisors Meeting Held on January 18, 2024 Tab 3
 - D. Consideration of Minutes of the Board of Supervisors Workshop Held on February 1, 2024 Tab 4
 - E. Ratification of Operations & Maintenance Expenditures for December 2023 Tab 5
- 5. BUSINESS ITEMS**
 - A. Discussion of Parking Rules and Procedures
 - B. Consideration of District Counsel Proposals (Under Separate Cover)
 - C. Consideration of Pool Resurface Proposals Tab 6
 - D. Consideration of Irrigation Proposal Tab 7
 - E. Consideration of Resolution 2024-05, Designating Officers Tab 8
 - F. Consideration of Resolution 2024-06, Designating a Qualified Public Depository.. Tab 9
 - G. Consideration of Resolution 2024-07, Designating Authorized Signatories..... Tab 10
 - H. Consideration of Resolution 2024-08, Designating Registered Agent and Office... Tab 11
- 6. STAFF REPORTS**
 - A. District Counsel
 1. Update on Agreement with Resident for CDD Access for Landscaping
 - B. District Engineer
 1. Certificate of Completion Update
 - C. District Manager
 1. Depression Update
 2. Fence Encroachment
 3. Sign Repair Project Update
 4. Phase 3 Fence Project

7. SUPERVISOR REQUESTS AND COMMENTS

8. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Very truly yours,

Brian Mendes

Brian Mendes

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HIGHLAND MEADOWS
COMMUNITY DEVELOPMENT DISTRICT II**

The regular meeting of the Board of Supervisors of the Highland Meadows Community Development District II was held on **May 11, 2023, at 3:30 p.m.** located at the Ramada by Wyndham Davenport 43824 US HWY 27, Davenport, FL 33837.

Present and constituting a quorum:

Miguel Vasquez	Board Supervisor, Chairman
Deborah Galbraith	Board Supervisor, Vice-Chairman
Christopher Lopez	Board Supervisor, Assistant Secretary
Genelle Moore	Board Supervisor, Assistant Secretary
Kristen Anderson	Board Supervisor, Assistant Secretary

Also present were:

Richard Hernandez	District Manager, Rizzetta & Company, Inc.
Bryan Schaub	Landscaper, Rizzetta & Company, Inc.
Tina Garcia	District Counsel, GreenSpoon Marder
Phil Guilbeau	SAI Security Systems
Yaida	Prestige Cleaning

Audience **Present**

FIRST ORDER OF BUSINESS

Call to Order

Mr. Hernandez called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

A member of the audience requested the board reconsider the pressure washing proposal from A&E due to pricing and the boards discussion in the previous meeting to seek maintenance company for the community. Also, the stated the same for the fence proposal.

A member of the audience commented concerns on both proposals. Also commented, if the CDD is even responsible for putting up a new one.

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A member of the audience voiced concerns on landscapers damaging homeowner's fences. Also commented a homeowner is parking their car at a stop sign.

A member of the audience voiced concerns on speeding in the community, and inquired if speed bumps could be installed.

A member of the audience voiced concerns with the community pool and new pool vendor.

A member of the audience voiced concerns with non-residents gaining access to the community amenity areas that do not have a membership and the graffiti.

A member of the audience voiced concerns with pool security and the spending of district funds. Also, inquired if pool access can only be limited to only community residents.

A member of the audience stated they were told when buying their home, the pool/amenities were private to the residents.

Mr. Guilbeau introduced himself to the board and broke down the biggest challenges they are experiencing in the community.

Ms. Anderson inquired how often SAI can provide reports to present to the board.

Mr. Guilbeau stated they can provide a weekly report of the community.

Yaida from Prestige Cleaning updated the board on pool expenditures and maintenance.

Ms. Anderson asked Prestige Cleaning to state when they thought the district should get their pool resurfaced.

Yaida from Prestige Cleaning stated that they are sending out someone this week to evaluate the pool and will be able to give their professional opinion on how soon the pool needs to be resurfaced.

THIRD ORDER OF BUSINESS **Landscape Inspection Report by Bryan Schaub**

Mr. Schaub briefed the board with his landscape inspection report.

He noted improvements on irrigation and stated that certain plants in the community need replacement.

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FOURTH ORDER OF BUSINESS

**Consideration of Prince & Sons
Proposal for Shrub Fertilizer**

Mr. Hernandez presented the proposal to the board and asked if they had any questions.

Board of Supervisor approved Supervisor Anderson assisting Bryan Schaub with Landscape RFP.

FIFTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting Held on
April 13, 2023**

Mr. Hernandez presented the meeting minutes to the board of supervisors and asked if they had any questions.

Motion by Mr. Vasquez, seconded by Mr. Lopez, with all in favor, the Board of Supervisor approved the meeting minutes for the board of supervisors meeting held on April 13, 2023, for the Highland Meadows Community Development District II.
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SIXTH ORDER OF BUSINESS

**Consideration of A&E Proposal for Wall
Pressure Washing**

Mr. Hernandez presented the proposal to the board of supervisors and asked if they had any questions. Also, noted the proposal does not state "all walls" and states "walls with algae build up".

Mr. Santana stated he'd prefer if A&E focused on the older phase communities where pressure is needed mostly rather than the newer phase communities. Also, stating the proposal is for annual maintenance.

Ms. Anderson inquired that no board member is related too or benefiting anything from using A&E as a vendor.

Ms. Anderson inquired on A&E's pricing and stated that this proposal is not a budgeted item.

Ms. Anderson commented the on the importance of the reserve budget and that there are eventually going to be inevitable costs that the district needs to prepare for.

Ms. Moore commented that the proposal is high in price but what has been neglected in the community should be taken care of. She also stated that the board should seek other options/proposals before making a decision.

Ms. Galbraith commented she would like to gather more proposals.

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143 Mr. Lopez stated that he thinks the proposal should be around \$12,000 rather than
144 \$18,000. Also, stated that this is something people in the community want.
145

146 Mr. Santana stated that A&E is not just pressure washing, they are also putting a
147 coat over what is pressure washed for a longer lasting effect.
148

149 The board agreed to have the chair work with Mr. Hernandez on scope of work and
150 gathering more proposals.
151

152 **SEVENTH ORDER OF BUSINESS**

**Consideration of Wall (Fence)
Proposals**

153
154 Mr. Hernandez presented the multiple proposals to the board and asked if they had
155 any questions. The A&E proposal was priced around \$66,500, the West Pine proposal was
156 priced around \$55,200, and the Fence Central proposal was priced around \$63,300.
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158

159 Mr. Santana stated that Fence Central stated they will not resurface the soil.
160

161 Mr. Hernandez stated that West Pine is offering to donate twenty hours of additional
162 labor hours after they install/repair.
163

164 Mr. Hernandez stated they received zero returning bids for an engineer after ad was
165 placed, and stated he is going to place another and have other managers within Rizzetta
166 pitch it to their engineers.
167

168 Ms. Anderson inquired about legal problems of not having a district engineer.
169

170 Ms. Anderson inquired if this job requires a licensed contractor.
171

172 Mr. Hernandez answered yes.
173

174 Ms. Anderson stated that when searching the Florida portal she did not find that
175 A&E has a license.
176

177 Ms. Galbraith inquired if it is even possible to approve the proposal without a district
178 engineer.
179

180 Ms. Anderson stated that the A&E is too high in her opinion.
181

182 Ms. Moore recommended that a mesh covering be incorporated into the fences
183 because of coyote problem in the community.
184

185 Ms. Anderson requested if counsel can present something to the board that
186 explains the ramifications of not having an engineer.
187

188 The board agreed to open audience comments, per Mr. Hernandez's suggestion.

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A member of the audience inquired why the ad placed for the district engineer was not placed in the Orlando Sentinel.

A member of the audience inquired about A&E's pressuring washing proposal.

A member of the audience inquired about contracting the city's engineer for the district.

A member of the audience inquired about the city's engineer as well.

A member of the audience inquired who is responsible for Phase 7. Also voiced her concerns for speeding in the community and advocated for speed bumps.

A member of the audience inquired about the pool being public property.

The board tabled this agenda item for next meeting.

EIGHTH ORDER OF BUSINESS

**Discussion on Pool Security and
Amenity Key Card Protocol**

Mr. Hernandez stated that a standard operating procedure for amenity key card needs to be created.

Mr. Santana presented Honeycomb proposal to the board and the audience for pool security.

Mr. Lopez stated that current security system is not salvageable.

Mr. Hernandez inquired if Honeycomb will take over amenity card management.

Mr. Santana stated that it could be added to the proposal.

Ms. Anderson stated that the board should gather multiple proposals and requested if Honeycomb could provide a more itemized proposal to break down the individual costs.

Ms. Anderson inquired what course action the district would take upon catching someone damaging the property on camera.

Counsel stated they could reach out to local law enforcement or sue the offender in civil court.

Ms. Moore stated if the board could get a proposal that includes amenity card management.

235 Mr. Hernandez stated that Rizzetta inherited that software system (Atrium) for the
236 keys already paid for, and that only cost if outsourced to another company would be purely
237 management cost for handing out keys. Also stated that the contract that the district has
238 with Rizzetta includes this service.
239

240 Motion by Ms. Galbraith, seconded by Mr. Vasquez, with a majority vote of 4-1 in favor
241 (Supervisor Anderson opposed), the Board of Supervisors approved the Honeycomb
242 security system proposal including options one and two, for the Highland Meadows
243 Community Development District II.

244 Discussion ensued amongst the board that a replacement amenity card will cost
245 \$25 and an additional card will be \$10.
246

247 Discussion ensued amongst the board on what someone needs to obtain an
248 amenity card. The board decided that deed or lease agreement would be sufficient.
249
250

251 Motion by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Board of
252 Supervisors approved the cost of new amenity card being \$10 and \$25 dollars for a
253 replacement card, as well as providing deed or lease agreement would be the only two
254 ways for someone to obtain a card, for the Highland Meadows Community Development
255 District II.

256
257 **NINTH ORDER OF BUSINESS**

Staff Reports

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259 **A. District Counsel**

260 Ms. Garcia reviewed key provisions in the guide to the sunshine amendment
261 and code of ethics.
262

263 Ms. Garcia informed the board to disregard the PowerPoint on the agenda.
264

265 Ms. Garcia reviewed public speaking policy for the board's consideration and
266 asked if there were any questions.
267
268

269 Motion by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Board of
270 Supervisors approved the public speaking policy and that a resolution cementing this be
271 presented next meeting, for the Highland Meadows Community Development District II.

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273 **B. District Engineer**

274 No Report.
275

276
277 **C. District Manager**
278

279 Mr. Hernandez reviewed the financial statements and budget with the board of
280 supervisors and asked if there are any questions. Also stated, he will be
281 presenting a draft budget at the last meeting.
282

283
284 Ms. Moore spoke on key topics and how the overall workshop turned out.
285

286 Mr. Hernandez pitched idea that Mr. Guilbeau suggested to him. He suggested
287 that the district should forming a security made up of concerned resident and a
288 board member with himself leading.
289

290 Ms. Moore inquired about what their standard operating procedures would
291 be.
292

293 A member of the audience inquired about having davenport police to head
294 the committee.
295

296 Mr. Lopez stated that the davenport police do not have enough people to
297 resource out for the committee.
298

299 A member of the audience stated that davenport police does have their own
300 community watch program where they work with the community.
301

302 Mr. Lopez presented solar panel lights he plans on installing in dark areas of
303 the community during the night.
304

305 Mr. Lopez stated that damages at the soccer field occurred from
306 unauthorized soccer league that is playing there. Also he stated that he is
307 going to have it repaired.
308

309 Ms. Galbraith stated that she heard about this unauthorized league as well,
310 and inquired about litigation if someone were to get hurt.
311

312 Ms. Garcia stated that the district cannot allow a corporate entity to perform
313 services on CDD property without the appropriate service going through their
314 office.
315

316 Mr. Hernandez stated in another district of his, they leased CDD property to a
317 league.
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TENTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

No audience comments or supervisor requests.

ELEVENTH ORDER OF BUSINESS

Adjournment

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On a Motion by Mr. Vasquez, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors adjourned the meeting at 5:40 p.m. for the Highland Meadows Community Development District II.

Assistant Secretary

Chairperson/Vice Chairperson

DRAFT

Tab 2

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Highland Meadows II Community Development District was held on **December 29, 2023, at 4:30 p.m.** located at Shamrock First Baptist Church located at 2661 Marshall Rd., Haines City, FL 33844.

Present and constituting a quorum:

Miguel Santana	Board Supervisor, Chairman <i>(Appointed Assistant Secretary)</i>
Deborah Galbraith	Board Supervisor, Vice Chairperson <i>(Newly Appointed Chairperson)</i>
Kristen Anderson	Board Supervisor, Assistant Secretary <i>(Newly Appointed Vice Chairmen)</i>
Genelle Moore	Board Supervisor, Assistant Secretary
Joellen Dibrango	Board Supervisor, Assistant Secretary <i>(Newly Appointed)</i>

Also present were:

Brian Mendes	District Manager, Rizzetta & Company, Inc.
Scott Brizendine	District Manager, Rizzetta & Company, Inc.
Kristen Trucco	District Counsel, LLEB
Mark Wilson	District Engineer, Kimley-Horn
Hector Pastrana	Handyman Services, HP Home Solutions
Micheal Thomas	Eve Pro Solutions, Electrician

Audience **Present**

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Santana called the meeting to order and confirmed a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

A member of the audience commented on residency concerns with the chairman. The audience member requested proof of residency (ID) and commented on concerns with A&E vendor, stating the board needs more bids to consider before approving.

49
50 Mr. Santana responded to the audience members comments by providing his ID and
51 stated you do not need to be a resident to be on the board. Counsel disagreed.
52

53 A member of the audience commented on issues with turnover between professional
54 staff. Also commented that the board has not been able to efficiently make it through a
55 meeting agenda and stated he does not want to change district staff.
56

57 A member of the audience made comments on how the CDD operates. He also
58 commented that his residents were receiving flyers.
59

60 A member of the audience inquired about the fifth board member seat.
61

62 A member of the audience inquired about the mulch and speed bumps.
63

64 A member of the audience inquired on Inframarks proposals and stated that it takes
65 time for companies to work together. She also inquired about parking issues.
66

67 A member of the audience stated when the women board members ran the meeting
68 it was more efficient. He also expressed concerns with the fence.
69

70 A member of the audience stated history of the CDD.
71

72 A member of the audience stated the board needs to keep district staff. He also stated
73 he is against the sod replacement and that a fifth board member needs to be elected.
74

75 A member of the audience stated that the board needs to get along with district staff
76 and commented on issues with lights on Patterson 1056 Zion Dr.
77

78 A member of the audience inquired why are we going through so much turn over.
79

80 A member of the audience also comments on issues with lights on Patterson 1056
81 Zion Dr. and parking issues.
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83 A member of the audience commented on issues with parking.
84

85 **THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of
Supervisors Meeting held on November
30, 2023**

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89 Mr. Santana presented the meeting minutes and asked if the board requested any
90 changes. No changes were requested.
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92 On Motion by Ms. Galbraith, seconded by Ms. Anderson, with all in favor, the Board of 93 Supervisors approved the minutes of the board of supervisors meeting held on November 94 30, 2023, for the Highland Meadows II Community Development District. 95
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97 **FOURTH ORDER OF BUSINESS**

**Ratification of Operations &
Maintenance Expenditures for October
2023**

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101 Mr. Mendes presented the operation and maintenance expenditures for October
102 2023 and asked if there were any questions.

103
104 Ms. Anderson inquired about either the Duke or water expense being broken up
105 between months.

106
107 Ms. Galbraith inquired the same.

108
109 On Motion by Ms. Anderson, seconded by Ms. Galbraith, with all in favor, the Board of
110 Supervisors ratified the maintenance expenditures for October 2023 (\$46,092.51), for the
111 Highland Meadows II Community Development District.

112
113 **FIFTH ORDER OF BUSINESS**

Discussion of Seat 5 Applicants

114
115 Agenda item moved to first business item order.

116
117 On Motion by Mr. Santana, seconded by Ms. Moore, with all in favor, the Board of
118 Supervisors approved to vote in 5th board member seat, for the Highland Meadows II
119 Community Development District.

120
121 Ms. Cologn presented herself to the board and stated she has experience in
122 government.

123
124 Mr. Dewolf presented himself to the board and stated he has background in law. Also,
125 stated he supports Jose Sanchez.

126
127 Ms. Munyon presented herself to the board and stated she has background in
128 management.

129
130 Ms. Dibrango presented herself to the board and stated she is here to work with
131 everyone.

132
133 Mr. Sanchez presented himself to the board and stated he has background of as a
134 technical engineer and in sales.

135
136 Mr. Guzikowski presented himself to the board and stated he is the president of 3A's
137 HOA and has background with the Orlando sentinel.

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139 Mr. Morgan presented himself to the board and stated he has 20 years in window and
140 door industry.

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142 Supervisor Anderson nominated Mr. Sanchez.

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Supervisor Santana nominated Ms. Dibrango

Supervisor Galbraith nominated Ms. Dibrango and Mr. Morgan

Supervisor Moore nominated Mr. Morgan and John.

On Motion by Mr. Santana, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors nominated Ms. Dibrango for Seat 5, for the Highland Meadows II Community Development District.

SIXTH ORDER OF BUSINESS

Resignation of Rizzetta & Company, Inc.

Mr. Mendes presented Rizzetta's resignation.

Mr. Santana made claim that Rizzetta did not manage the pool properly.

Mr. Pastrana from HP Home Solutions reported.

SEVENTH ORDER OF BUSINESS

Resignation of Latham, Luna, Eden & Beaudine LP

Ms. Trucco presented LLEB LP's resignation.

On Motion by Ms. Moore, seconded by Ms. Anderson, with all in favor, the Board of Supervisors opened public comments, for the Highland Meadows II Community Development District.

It is requested that LLEB stay with the district.

On Motion by Ms. Moore, seconded by Ms. Anderson, with all in favor, the Board of Supervisors closed public comments, for the Highland Meadows II Community Development District.

On Motion by Ms. Moore, seconded by Ms. Anderson, with all in favor, the Board of Supervisors appointed supervisor Galbraith as chairperson, for the Highland Meadows II Community Development District.

On Motion by Ms. Anderson, seconded by Mr. Santana, with all in favor, the Board of Supervisors opened public comments, for the Highland Meadows II Community Development District.

186 On Motion by Ms. Moore, seconded by Ms. Anderson, with all in favor, the Board of
187 Supervisors closed public comments, for the Highland Meadows II Community Development
188 District.

189
190 On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of
191 Supervisors appointed supervisor Anderson as vice chairperson, for the Highland Meadows
192 II Community Development District.

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194 **EIGHTH ORDER OF BUSINESS**

**Consideration of District Management
Proposals
(Under Separate Cover)**

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198 Inframark, Breeze, and NPG were presented as consideration.

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200 The board requested this item be tabled for January's meeting.

201
202 The board requested to publicize bids for management services.

203
204 Breeze presented their proposal for district management services.

205
206 NPG withdrew their bid for District management services and state they are
207 pursuing litigation claims against the board and district staff.

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209 **NINTH ORDER OF BUSINESS**

**Consideration of Pool
Services Proposal**

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212 HP Home solutions, 5-Star, and Roberts all had proposals submitted.

213
214 JP from Roberts presented \$76,000 pool resurface proposal to the board.
215 He also states the project would take 3 weeks to complete.

216
217 It is stated the district engineer will analyze the pool.

218
219 **TENTH ORDER OF BUSINESS**

**Discussion of Playground
Enhancements**

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222 Mr. Mendes presented the discussion.

223
224 Mr. Mendes stated that he will gather proposals to enhance both playgrounds.

225
226 It is requested by the board to ask EGIS to attend the next meeting.

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228 **ELEVENTH ORDER OF BUSINESS**

Discussion of Reserve Accounts

229
230 Mr. Brizendine presented the discussion.
231

232 On Motion by Ms. Galbraith, seconded by Mr. Santana, with all in favor, the Board of
233 Supervisors approved working with district manager on reserve accounts, for the Highland
234 Meadows II Community Development District.

235
236 It is stated that the construction funds are to be inspected by the district engineer on
237 this item.

238
239 Counsel commented these are to be used for Phase 7.

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244 On Motion by Mr. Santana, seconded by Ms. Dibrango, with all in favor, the Board of
245 Supervisors approved the certificate of completion, for the Highland Meadows II Community
246 Development District.

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248 **TWELFTH ORDER OF BUSINESS**

**Discussion of Resodding Soccer Field
and Dog Park**

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251 It was stated that an e-blast was sent out on this agenda item.

252
253 District staff is awaiting the engineer to inspect the area.

254
255 **THIRTEENTH ORDER OF BUSINESS**

Ratification of FY 21-22 Audit

256
257 Mr. Mendes presented the audit to the board and asked if there were any questions.
258 There were none.

259
260 The board ratified the Chairman's acceptance of the Fiscal Year 2021-2022 financial
261 audit.

262
263 On Motion by Ms. Anderson, seconded by Ms. Galbraith, with all in favor, the Board of
264 Supervisors ratified the chairman's acceptance of the Fiscal Year 2021-2022 financial audit,
265 for the Highland Meadows II Community Development District.

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267 **FOURTEENTH ORDER OF BUSINESS**

**Consideration of Fence Repair
Proposal**

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270 The fence proposals from HP Home Solutions (\$9,096.87) and A&E (\$13,060) are
271 presented to the board.

272
273 Motion by Ms. Anderson, seconded by Ms. Moore **failed**, with a vote of 3-2 opposed
274 (Supervisors Galbraith, Santana, and Dibrango opposed) to award HP Home Solutions
275 fence repair contract, for the Highland Meadows II Community Development District.

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On Motion by Ms. Galbraith, seconded by Ms. Moore, with a majority vote of 3-2 in favor, (Supervisors Santana and Anderson opposed) the board tabling the agenda item, for the Highland Meadows II Community Development District.

On Motion by Ms. Moore, seconded by Ms. Anderson, with a majority vote of 4-1 in favor, (Supervisor Santana opposed) the Board of Supervisors awarded HP Home Solutions the fence repair contract, for the Highland Meadows II Community Development District.

The electrician reported on monument repairs.

FIFTEENTH ORDER OF BUSINESS **Consideration of Meeting Space Proposal**

On Motion by Ms. Moore, seconded by Ms. Dibrango, with all in favor, the Board of Supervisors approved Shamrock Church as primary meeting space, for the Highland Meadows II Community Development District.

SIXTEENTH ORDER OF BUSINESS **Ratification of Rizzetta & Company, Inc. Proposal for Landscape Inspection Services**

Mr. Mendes presented the proposal to the board of supervisors and asked if there were any questions. There were none.

On Motion by Ms. Anderson, seconded by Ms. Moore, with a majority vote of 4-1 in favor, (Supervisor Santana opposed) the Board of Supervisors ratified Rizzetta's proposal for landscape inspection services, for the Highland Meadows II Community Development District.

SEVENTEENTH ORDER OF BUSINESS **Ratification of Rizzetta & Company, Inc. Proposal for Landscape & Irrigation Maintenance Specification Development**

Mr. Mendes presented the proposal to the board of supervisors and asked if there were any questions. There were none.

On Motion by Ms. Anderson, seconded by Ms. Moore, with a majority vote of 4-1 in favor, (Supervisor Santana opposed) the Board of Supervisors ratified Rizzetta's proposal for landscape & irrigation maintenance specification development, for the Highland Meadows II Community Development District.

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EIGHTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Counsel presented report to the board.

Counsel addressed residency concerns by explaining what a qualified elector is.

Counsel stated that the resident on 2140 Nighthawk Drive grants CDD approval. Resident requested CDD to cover cost on installing a gate. It is stated that the gate will allow access to the landscape vendor.

On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of Supervisors approved writing up contract memorializing agreement with resident subject to final approval by the chair, for the Highland Meadows II Community Development District.

Counsel touched on public hearing on January for parking rules/procedures.

It requested by the board for district staff to investigate where semi-trucks are parking.

B. District Engineer

No Report.

C. District Manager

Mr. Mendes presented report to the board and asked if there were any questions. There were none.

NINETEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

A member of the audience expressed concerns with parking. District staff responded and touch on public hearing coming up on the matter.

A member of the audience commented on the public hearing.

A member of the audience commended the board on getting through the agenda. He commented on parking and vendor management.

Mr. Santana stated that he will send amendment information.

Mr. Santana requested Ms. Anderson emails with Rizzetta through public records request.

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Mr. Santana stated he would like to withdraw his request.

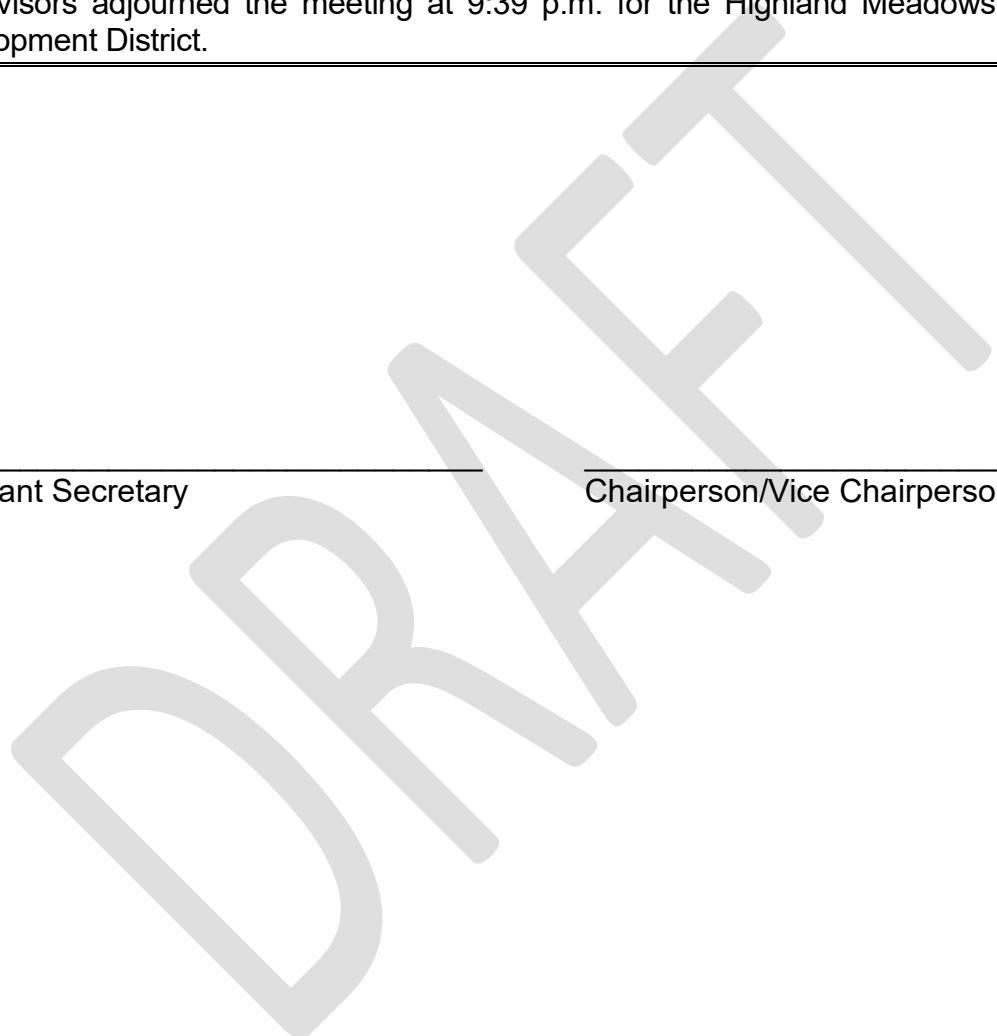
Discussion ensued amongst the board for the next workshop to be held on February 1st at 5:00pm at the church.

TWENTIETH ORDER OF BUSINESS **Adjournment**

On a Motion by Ms. Moore, seconded by Ms. Dibrango, with all in favor, the Board of Supervisors adjourned the meeting at 9:39 p.m. for the Highland Meadows II Community Development District.

Assistant Secretary

Chairperson/Vice Chairperson



Tab 3

1
2 **MINUTES OF MEETING**
3

4 **Each person who decides to appeal any decision made by the Board with respect to**
5 **any matter considered at the meeting is advised that the person may need to ensure**
6 **that a verbatim record of the proceedings is made, including the testimony and**
7 **evidence upon which such appeal is to be based.**
8

9 **HIGHLAND MEADOWS II**
10 **COMMUNITY DEVELOPMENT DISTRICT**

11
12 The meeting of the Board of Supervisors of the Highland Meadows II Community
13 Development District was held on **January 18, 2024, at 4:30 p.m.** located at the **Balmoral**
14 **Event Center** located at **116 Kenny Blvd, Haines City, FL 33844.**
15

16 Present and constituting a quorum:

17		
18	Deborah Galbraith	Board Supervisor, Chairperson
19	Kristen Anderson	Board Supervisor, Vice Chairperson
20	Miguel Santana	Board Supervisor, Assistant Secretary
21	Genelle Moore	Board Supervisor, Assistant Secretary
22	Joellen Dibrango	Board Supervisor, Assistant Secretary
23		

24 Also present were:

25		
26	Brian Mendes	District Manager, Rizzetta & Company, Inc.
27	Scott Brizendine	District Manager, Rizzetta & Company, Inc.
28	Bryan Schaub	Landscaper, Rizzetta & Company, Inc.
29	Kristen Trucco	District Counsel, LLEB
30	Ricky Mills	District Engineer, Kimley-Horn
31	Kristina Rudez	District Insurance Rep., EGIS Insurance
32	Gina Perez	President of Perez-Calhoun Law
33	Patrica Thibault	Breeze
34	Josmar Lopez	A&E Dream Homes
35		

36 Audience **Present**

37
38 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

39
40 Mr. Santana called the meeting to order and confirmed a quorum.

41
42 **SECOND ORDER OF BUSINESS**

Audience Comments

43
44 A member of the audience commented on the agenda items and stated issues with
45 multiple meeting spaces.

46
47 A member of the audience advised the board to gather more legal bids.
48

49 A member of the audience stated the board needs more ethics training. He requested
50 the board to consider his presented documents. He also stated several issues within the
51 community.

52
53 A member of the audience commented on the Phase three fence project and
54 expressed her dissatisfaction of the fence installed.

55
56 A member of the audience commented on zoning issues and trucks that are parked
57 on Patterson.

58
59 A member of the audience inquired on the public hearing.

60
61 A member of the audience inquired on trucks that are parked on Patterson.

62
63 **THIRD ORDER OF BUSINESS**

64 **Landscape Inspection Report
(Under Separate Cover)**

65
66 Mr. Schaub presented to the report to the board.

67
68 Ms. Anderson commented on mulch proposal for the playground.

69
70 Mr. Schaub stated that Prince and Sons are working on it.

71
72 Mr. Schaub presented Landscape proposal to the board on Tab 3 of the meeting
73 agenda.

74
75 On Motion by Mr. Santana, seconded by Ms. Anderson, with all in favor, the Board of
76 Supervisors approved the proposal for dead plant replacement for a total of \$1,678, for the
77 Highland Meadows II Community Development District.

78
79 Mr. Mendes requested to rearrange the agenda for the district engineer and EGIS to
80 present.

81
82 Counsel recommended to open the request for public comment.

83
84 On Motion by Ms. Moore, seconded by Ms. Dibrango, with a majority in favor, (vote of 4-1,
85 Supervisor Santana opposed), the Board of Supervisors opened public comments, for the
86 Highland Meadows II Community Development District.

87
88 A member of the audience commented on landscaping.

89
90 A member of the audience inquired about how vendors are paid.

91
92 A member of the audience inquired if the board will continue to rush through
93 meetings.

94

95 On Motion by Ms. Galbraith, seconded by Mr. Santana, with all in favor, the Board of
96 Supervisors closed public comments, for the Highland Meadows II Community Development
97 District.

98
99 On Motion by Ms. Galbraith, seconded by Ms. Dibrango, with all in favor, the Board of
100 Supervisors approved rearranging agenda items, for the Highland Meadows II Community
101 Development District.

102
103 Ms. Rudez briefed the board on standard practice and recommendations when it
104 comes to insurance coverage. She also commented on recommendations for professional
105 staff.

106
107 Ms. Anderson inquired on specification of experience for professional staff. Ms.
108 Rudez responded to the inquiry.

109
110 Ms. Anderson inquired if the district manager should manage vendors. Ms. Rudez
111 responded yes.

112
113 Ms. Anderson inquired if the board should heed district staff's recommendations. Ms.
114 Rudez responded yes.

115
116 Mr. Mills briefed the board about several project and items they are working on.

117
118 Mr. Mills briefed the board on the fence repairs.

119
120 Mr. Mills briefed the board on the stormwater depression underway and stated they
121 are awaiting proposals from Duke.

122
123 Mr. Mills informed the board that the annual inspection report will be ready in March.

124
125 Mr. Mills briefed the board on the overlay of the soccer field and recommended the
126 board move forward with the landscape proposals.

127
128 Mr. Mills briefly commented on the pool inspection and commented the districts pool
129 vendor should be talked too. Mr. Mendes stated that he is gathering bids for this for next
130 meeting.

131
132 Mr. Mills spoke about certificate of completion for Phase 7. He stated that he has
133 reached out to "Wood and Associates" (The former district engineer when the community
134 was developed).

135
136 Ms. Anderson commented that Mr. Wood of Wood & Associates may have passed
137 away.

138
139 Counsel commented on the certificate of completion.
140

141 **FOURTH ORDER OF BUSINESS**

142 **Consideration of Minutes of the Board of**
143 **Supervisors' Meeting held on December**
144 **29, 2023**

145
146
147 Mr. Mendes presented the minutes for the meeting and asked if any changes were
148 requested.

149
150
151
152 Counsel stated on line 332 there is a grammatical error. "Counsels" should be
153 "counsel".

154
155 Ms. Anderson inquired if adjustments were made from her emailed revisions. It was
156 stated they were not.

157
158 On Motion by Mr. Santana, seconded by Ms. Galbraith, with a majority in favor, (vote of 3-
159 2, Supervisor Anderson and Moore opposed), the Board of Supervisors approved tabling
160 the minutes until next meeting, for the Highland Meadows II Community Development
161 District.

162
163 Motion **failed** by Ms. Moore, seconded by Ms. Anderson, with a majority in not favor, (vote
164 of 3-2, Supervisor Dibrango, Santana, and Galbraith opposed), for the Board of Supervisors
165 approving the minutes in substantial form, for the Highland Meadows II Community
166 Development District.

167
168 **FIFTH ORDER OF BUSINESS**

169 **Ratification of Operations &**
170 **Maintenance Expenditures for**
171 **November 2023**

172 Mr. Mendes presented the operation and maintenance expenditures for November
173 2023 and asked if there were any questions.

174
175 Mr. Santana inquired on HP Home solution expenditures. Mr. Mendes responded to
176 the inquires.

177
178 Mr. Santana inquired why legal fees were so high.

179
180 Counsel responded to the inquiries and stated they sent a break down of all their
181 phone calls with Mr. Santana. Counsel commented that the majority of the calls came from
182 a supervisor.

183
184 Mr. Santana inquired on why the district manager is calling district counsel.

185
186 Mr. Mendes responded that all phone calls between him and district counsel were
187 either board directed or on matters relating to the various projects throughout the

188 community. He also commented that it is standard practice for district staff to communicate
189 with one another as it pertains to the district's operation.

190
191 Counsel agreed with Mr. Mendes.

192
193
194 Ms. Galbraith commented on her phone calls to district counsel.

195
196 On Motion by Ms. Moore, seconded by Ms. Galbraith, with all in favor, the Board of
197 Supervisors ratified the maintenance expenditures for November 2023 (\$61,024.09), for the
198 Highland Meadows II Community Development District.

199
200 **SIXTH ORDER OF BUSINESS**

200 **Discussion of District Counsel**

201
202 Mr. Mendes opened the discussion to the board.

203
204 Ms. Perez presented their proposal for district counsel services to the board.

205
206 Ms. Anderson inquired on the insurance coverage and experience dealing with
207 municipal law of the presenting law firm.

208
209 Ms. Anderson inquired on how many CDD's they currently represent. Ms. Perez
210 responded they currently only manage Concord Estates CDD but are involved in three.

211
212 Ms. Anderson inquired who the chair for Concord Estates is. Ms. Perez responded
213 Victor Cruze.

214
215 Ms. Anderson inquired on how long they have managed Concord Estates. Ms.
216 Perez responded since September of 2022.

217
218 Ms. Anderson inquired about pricing.

219
220 Ms. Anderson inquired on standard practice with vendor agreements and if it is
221 recommended. Ms. Perez responded that all vendors should have agreements to work.

222
223 The board inquired on negotiation pricing. Ms. Perez stated that she will send a
224 revised bid.

225
226 Ms. Anderson inquired on presenting counsel's opinion to publicize for workshops.
227 Ms. Perez responded to publish with the appropriate amount of time, the minimum being
228 two weeks.

229
230 Ms. Anderson inquired on presenting counsel's amount of CDD's they defended
231 against. Ms. Perez is unsure.

232

233 Ms. Anderson stated that the board should gather more bids for counsel and
234 request Latham Luna stay until February's meeting. She also stated that the board should
235 run an ad for district counsel proposals.
236

237 Counsel agreed to stay on until February's meeting with contingency that Rizzetta
238 does the same.
239

240
241 Mr. Santana stated that the board needs to move forward with the proposal
242 presented.
243

244 Discussion ensued amongst the board to open public comments to hear what
245 residents say on presenting counsel's bid.
246

247 On Motion by Ms. Dibrango, seconded by Ms. Galbraith, with all in favor, the Board of
248 Supervisors opened public comments with a time limit of thirty seconds, for the Highland
249 Meadows II Community Development District.

250
251 Members of the audience voiced their opinion to not wait till next meeting for other
252 district counsel proposals.
253

254 Members of the audience voiced their opinion to wait till next meeting for other
255 district counsel proposals.
256

257 It was ultimately determined that more residents did request the board wait to obtain
258 more legal proposals.
259

260 On Motion by Mr. Santana, seconded by Ms. Anderson, with all in favor, the Board of
261 Supervisors closed public comments, for the Highland Meadows II Community Development
262 District.

263
264 Discussion ensued amongst the board and district staff.
265

266 The board inquired if presenting counsel will extend their bid until next meeting. Ms.
267 Perez agreed.
268

269 Ms. Galbraith addressed the residents and stated the board will keep the current
270 district counsel until next meeting.
271

272 On Motion by Ms. Dibrango, seconded by Ms. Moore, with a majority in favor, (vote of 4-1,
273 Supervisor Santana opposed), the Board of Supervisors approved running an ad for district
274 counsel proposals, for the Highland Meadows II Community Development District.

275
276 **SEVENTH ORDER OF BUSINESS**

**Consideration of District Manager
Proposals
(Under Separate Cover)**

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278

279
280 Patrica from Breeze presented their proposal for district management to the board.

281
282 Ms. Anderson asked on clarity for field inspection section of the proposal. Patrica
283 from Breeze responded to the inquiry.

284
285 Ms. Anderson inquired on the newsletter section of the proposal. Patrica from
286 Breeze responded to the inquiry.

287
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289
290 Ms. Galbraith inquired on charges for meeting over three hours. Patrica from
291 Breeze responded to the inquiry.

292
293 Artemis presented their proposal for property management to the board.

294
295 Ms. Anderson inquired on the largest community they manage. Artemis responded
296 to the inquiry.

297
298 Ms. Anderson inquired on which CDD they manage. Artemis responded they
299 manage none, but it is something they want to get into.

300
301 Ms. Galbraith inquired on Highland Meadows CDD II being their first CDD. Artemis
302 responded they are prepared.

303
304 Avid resends their proposal for district management. The board inquired on why,
305 and Avid responded they would rather state the reason off the record.

306
307 Discussion ensued amongst the board.

308
309 On Motion by Ms. Dibrango, seconded by Ms. Moore, with a majority in favor, (vote of 4-1,
310 Supervisor Santana opposed), the Board of Supervisors awarded Breeze the contract for
311 district management, for the Highland Meadows II Community Development District.

312
313 On Motion by Ms. Moore, seconded by Ms. Dibrango, with all in favor, the Board of
314 Supervisors called a recess to the meeting, for the Highland Meadows II Community
315 Development District.

316
317 Supervisor Santana excused himself for the remainder of the meeting.

318
319 On Motion by Ms. Moore, seconded by Ms. Dibrango, with all in favor, the Board of
320 Supervisors resumed the meeting, for the Highland Meadows II Community Development
321 District.

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EIGHTH ORDER OF BUSINESS

**Consideration of Dead Plants
Replacement Proposal**

This item was discussed and approved earlier in the meeting.

NINTH ORDER OF BUSINESS

**Public Hearing for Rule
Making Related to the
Establishment and
Confirmation of Rules for
Parking & Towing, Rules of
Procedure, and Amenity
Policies & Rates**

It is requested to rearrange agenda items in relation to the public hearing.

Agenda item regarding A&E moves up before the public hearing.

On Motion by Ms. Galbraith, seconded by Ms. Moore, with all in favor, the Board of Supervisors opened the discussion regarding the rearranged agenda item, for the Highland Meadows II Community Development District.

Mr. Mendes inquired on executed agreement that is still not completed for “emergency fence project”. A&E responds they will send it over.

Ms. Anderson inquired on licensing A&E has. A&E chooses not to respond. It is stated district staff going to look into licensing A&E has.

On Motion by Ms. Galbraith, seconded by Ms. Moore, with all in favor, the Board of Supervisors closed the discussion regarding the rearranged agenda item, for the Highland Meadows II Community Development District.

On Motion by Ms. Galbraith, seconded by Ms. Dibrango, with all in favor, the Board of Supervisors opened the public hearing, for the Highland Meadows II Community Development District.

A member of the audience stated she does not have major parking issues but stated some safety concerns with street parking.

A member of the audience stated parking has been a consistent issue and commented on some safety concerns. He also mentioned there have been arguments throughout the community because of parking issues.

370 A member of the audience inquired there is no ATV's on the rules, and also inquires
371 on abandoned vehicles. She also commented on speed bumps.

372
373 A member of the audience inquired on why his oversized vehicle was towed.

374
375 A member of the audience stated he does not have major parking issues.

376
377
378 A member of the audience inquired on why there is an issue with parking near the
379 mailboxes.

380
381 A member of the audience recommends no overnight street parking from 12am to
382 6am.

383
384 On Motion by Ms. Galbraith, seconded by Ms. Dibrango, with all in favor, the Board of
385 Supervisors closed the public hearing, for the Highland Meadows II Community
386 Development District.

387
388 Counsel reviewed the recommendations on the community rules.

389
390 Ms. Anderson inquired on amenity policy and commented on comments from the
391 public.

392
393 Ms. Dibrango commented on issues with parking.

394
395 Conversation commenced between the board.

396
397 The board determined there will be no overnight street parking between the hours of
398 12am to 6am for Phase three of the community.

399
400 It is stated the district manager will work with district counsel to finalize the community
401 parking and procedures map.

402
403 Mr. Mendes stated he will gather parking sign proposals for phase three no overnight
404 parking.

405
406 Ms. Galbraith inquired on previous residents that were towed.

407
408 Counsel reviewed all recommendations for revising the community "Amenity Rules"
409 to the board.

410
411 On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of
412 Supervisors approved all revised comments made by the board, for the Highland Meadows
413 II Community Development District.

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TENTH ORDER OF BUSINESS

Consideration of Towing Service Agreement Proposals

Counsel opened the discussion and Mr. Mendes presented proposals to the board.

On Motion by Ms. Dibrango, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors awarded Bolton the towing contract contingent on counsel creating an agreement for Bolton’s services. If Bolton refuses to sign the agreement drafted by counsel the BOS approves the DM to work with supervisor Moore on approving the agreement provided by Boltions, for the Highland Meadows II Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of 2024-04, Adopting Rules

Mr. Mendes presented resolution 2024-04 to the board and asked if they had any questions. There were none.

On Motion by Ms. Galbraith, seconded by Ms. Anderson, with all in favor, the Board of Supervisors adopted resolution 2024-04; Adopting Rules, for the Highland Meadows II Community Development District.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

The agenda item for the 2023 Form 1 New Electronic Method is tabled.

Counsel discussed agreement with Mr. Russel, the resident willing to give the CDD access to the landscape tract behind nighthawk. The resident requested a revision to the final agreement, and the board agreed to the terms.

B. District Engineer

Agenda items were discussed earlier in the meeting.

C. District Manager

The agenda item for the phase three fence project is tabled.

Mr. Mendes stated he is preparing an e-blast to the HOA directors.

Mr. Mendes presented the depression situation on 1471 Wood Lark to the board.

463 On Motion by Ms. Moore, seconded by Ms. Anderson, with all in favor, the Board of
464 Supervisors approved delegating authority to approve depression proposal in between
465 meetings (the district manager to work with Supervisor Galbraith), for the Highland Meadows
466 II Community Development District.

467
468
469 **THIRTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor
Requests**

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471
472 A member of the audience commended the board on their performance. He also
473 makes comments on supervisor Santana threatening residents with police officer throwing
474 out residents.

475
476 A member of the audience also commended the board on their performance.

477
478 Supervisor Dibrango stated the district needs shorter meeting agendas.

479
480 **FOURTEENTH ORDER OF BUSINESS**

Adjournment

481
482 On a Motion by Ms. Dibrango, seconded by Ms. Anderson, with all in favor, the Board of
483 Supervisors adjourned the meeting at 10:04 p.m. for the Highland Meadows II Community
484 Development District.

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495 _____
496 Assistant Secretary

Chairperson/Vice Chairperson

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Tab 4

MINUTES OF WORKSHOP

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HIGHLAND MEADOWS
COMMUNITY DEVELOPMENT DISTRICT II**

The Workshop of the Board of Supervisors of the Highland Meadows Community Development District II was held on **February 1, 2024, at 5:00 p.m.** located at Shamrock First Baptist Church located at 2661 Marshall Rd., Haines City, FL 33844. The following is the minutes of the Workshop:

Present were:

Deborah Galbraith	Board Supervisor, Chairperson
Kristen Anderson	Board Supervisor, Vice Chairperson
Miguel Santana	Board Supervisor, Assistant Secretary <i>(via phone)</i>
Genelle Moore	Board Supervisor, Assistant Secretary
Joellen Dibrango	Board Supervisor, Assistant Secretary

Also present were:

Brian Mendes	District Manager, Rizzetta & Company, Inc.
Kristen Trucco	District Counsel, LLEB
Richard Mills	District Engineer, Kimley-Horn

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Mendes opened the workshop at 5:16 p.m.

SECOND ORDER OF BUSINESS

Public Comments

A member of the audience discussed the fence on Pentas, also requested the opinion of the district engineer on how to solve ongoing vandalism issue.

A member of the audience inquired on the CDD in general and on Nextdoor apps. The board responded and gave a general overview of the CDD.

A member of the audience stated that there are Phase 3A issues with washout near mailboxes and there is an excessive runoff erosion situation. The district engineer stated he is going to inspect the area.

Ms. Anderson requested to add sign repair project to the next agenda.

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Mr. Santana commented on the sign repair project and miscommunication between A&E and that the vendor is to work with the DE.

Mr. Mendes stated he will place this topic at the bottom of the agenda.

A member of the audience inquired if there can be a maintenance crew hired on a retainer basis within the community.

Ms. Anderson stated that the CDD can work with the HOA of all phases for a vendor list of contractors in the Highland Meadows II community that can provide certain services.

Mr. Santana commented on a consistent vendor in the community to service small projects and suggested a sign in sheet for all vendors on property.

THIRD ORDER OF BUSINESS **Discussion of Parking Rules and Procedures**

A member of the audience inquired on parking rules and procedures and if there will be any changes to Phase 5 parking. Also, the audience member suggested to turn one of the retention ponds into a parking lot.

The district manager responded to the comments.

Ms. Anderson commented saying that the district engineer needs to identify if this is possible due to green spaces.

Ms. Galibrath commented on vehicles that are blocking the sidewalks.

Ms. Anderson stated that she wants to coordinate with the district manager on sending a e-blast to the phase three residents.

Mr. Santana made comments on the parking rule revisions. The district manager responded to those comments.

A member of the audience commented on zoning issues she's been working on, also stating that she is waiting on the traffic manager for Polk County to respond. Discussion ensued amongst the board on this topic.

Ms. Galibrath commented cautioning residents from e-blasting community on their own accords. She also advised residents against knocking on peoples doors in regard to CDD issues.

Mr. Mendes also addressed the parking inquiries.

Mr. Santana inquired about having a public hearing in the next meeting.

The board and district manger responded that the public hearing has been finalized.

FOURTH ORDER OF BUSINESS **Discussion of Fence Vandalism**

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Discussion ensued amongst the residents and the board for adding cameras throughout the property to monitor vandalism.

Discussion ensued amongst the residents and the board for reinforcing the fences.

Discussion ensued amongst everyone to work on reinforcing the fence locations found in vandalism issues to replace with concrete walls.

A member of the audience stated that the board should not consider putting a gate in these areas that have been vandalized.

Mr. Santana commented on the vandalism issue.

Ms. Anderson discussed the Phase 3 fence project.

Ms. Galibrath commented on a previous discussion on this matter between the board.

Ms. Anderson clarified that the discussion in the September meeting, that the original conversation of the fence was hectic and was tabled for October.

The board discussed this topic further.

Mr. Mendes briefed the board on the history of the Phase 3 fence issues and commented Rizzetta is willing to match HP's \$1,500 credit toward replacing the fence.

Mr. Santana stated that the district manager did not work with the chair on this project.

FIFTH ORDER OF BUSINESS

Discussion of Amenity Cards

Ms. Anderson inquired on why district staff needed to reset the card access system.

Mr. Mendes informed the board on the issue with the system being compromised because former supervisor locked management out. Further saying that the system was reset and now everything working as normal.

Ms. Anderson requested that counsel send out expectation and recommendations to the board on dealing with vendors and having access to the camera systems.

Ms. Moore commented that she does not believe supervisors should have access to the camera system.

Mr. Santana inquired about why supervisors should not have access to the camera system.

The rest of the board responded to Mr. Santana that it is too much of a liability.

A member of the audience stated that her neighbor needs to clean their green fence.

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SIXTH ORDER OF BUSINESS

Adjournment

The workshop was adjourned at 6:47 P.M.

Assistant Secretary

Chairperson/Vice Chairperson

DRAFT

Tab 5

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando , Florida · (407) 472-2471

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.highlandmeadows2.org

Operations and Maintenance Expenditures December 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2023 through December 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$67,113.54**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
A&E Dream Homes, LLC	100225	603	Relocate Pedestrian Traffic Signs 12/23	\$ 1,050.00
Balmoral Event Center	100239	INV-001441	Board of Supervisors Meeting Room Rental 01/24	\$ 214.00
City of Davenport	100238	15511 11/23	Water Services 11/23	\$ 15.19
City of Davenport	100238	6122 11/23	Water Services 11/23	\$ 133.68
City of Davenport	100238	8019 11/23 - 672	Water Services 11/23	\$ 84.32
City of Davenport	100238	8020 11/23 - 672	Water Services 11/23	\$ 90.30
City of Davenport	100223	BOS Meeting 12/14/23	Board of Supervisors Meeting Room Rental 12/23	\$ 150.00
Deborah J Galbraith	100226	DG113023	Board of Supervisors Meeting 11/30/23	\$ 200.00
Duke Energy	100234	9100 8826 8031 11/23	1015 Condor Dr. - Pool/Cabana 11/23	\$ 1,033.97
Duke Energy	100234	9100 8826 9230 11/23	541 Pheasant Dr. - Entry Lighting 11/23	\$ 19.42
Duke Energy	100240	Monthly Summary 12/23	Electric Services 12/23	\$ 126.89
Genelle Moore-Tucker	100227	GM113023	Board of Supervisors Meeting 11/30/23	\$ 200.00

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
HP Home Maintenance Solutions, LLC	100243	253	Install (236') Chain Link Fence 12/23	\$ 6,700.00
HP Home Maintenance Solutions, LLC	100235	262	Pool & Amenity Maintenance 12/23	\$ 5,300.00
Kimley-Horn and Associates, Inc.	100228	26464349	Engineering Services 10/23	\$ 1,464.40
Kristen Anderson	100229	KA113023	Board of Supervisors Meeting 11/30/23	\$ 200.00
Latham, Luna, Edan & Beaudine, LLP	100230	121944	Legal Services 10/23	\$ 5,441.93
Latham, Luna, Edan & Beaudine, LLP	100244	122428	Legal Services 11/23	\$ 9,092.70
Miguel A Santana-Vazquez	100231	MS113023	Board of Supervisors Meeting 11/30/23	\$ 200.00
Orkin - Winter Haven	100241	253093043 12/23	Pest Control Services 12/23	\$ 78.99
Prince & Sons, Inc.	100236	10867	Irrigation Maintenance 11/23	\$ 99.98
Prince & Sons, Inc.	100236	10916	Irrigation Maintenance 11/23	\$ 38.11
Prince & Sons, Inc.	100236	10917	Irrigation Maintenance 11/23	\$ 198.15
Prince & Sons, Inc.	100245	10999	Landscape Maintenance 12/23	\$ 16,000.00

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100224	INV0000085783	District Management Fees 12/23	\$ 8,900.00
Security And Investigation, Inc.	100232	1303	Deputy Services 11/03/23-11/12/23	\$ 1,780.00
Security And Investigation, Inc.	100232	1305	Deputy Services 11/17/23-11/26/23	\$ 1,068.00
Security And Investigation, Inc.	100242	1312	Deputy Services 12/01/23-12/10/23	\$ 1,068.00
Spectrum	ACH	0038117113023 12/23 ACH	Telephone & Internet Services 12/23	\$ 187.97
The Ledger / News Chief/ CA Florida Holdings, LLC	100233	0005988331	Account #527032 Legal Advertising 10/12/23	\$ 311.35
The Ledger / News Chief/ CA Florida Holdings, LLC	ACH	0006062444	Account #527032 Legal Advertising 10/13/23 & 11/01/23	\$ 550.85
The Ledger / News Chief/ CA Florida Holdings, LLC	ACH	0006133801 12/23	Account #527032 Legal Advertising 12/23	\$ 1,026.23
U.S. Bank	100237	7132163	Trustee Fees Series 2014 A2 11/01/23 - 10/31/24	<u>\$ 4,089.11</u>
Total Report				<u>\$ 67,113.54</u>

Tab 6



Thank you for your interest in partnering with Robert's Pool Service. We are a family owned, and operated swimming pool service that **STILL BELIEVES, the customer should come first!** We are state licensed and insured. We have been serving central Florida since 1977 and are on call 24 hours a day to meet your swimming pool needs. Since we have never advertised, we have relied on our honesty, word of mouth reputation, and our excellent customer service to keep our business strong for more than four decades. This guarantees you the best and most dedicated pool service and pool repairs **AT THE LOWEST PRICES AROUND.** We stake our business on that!

So, give us, or one of our satisfied customers, a call. We are excited about the opportunity to prove to you that **we are the best in the business!**

Thank you,
Pat Buchanan

Pat Buchanan
President

Cell: 407 948-6063

JP Buchanan

Vice President

Cell: 407 948-5810

Robert's Pool Service and Repair

19315 Old Lake Pickett Road Orlando, FL 32820
Office: 407 568-1074 Fax: 407 568-7483
CPC 041419

PROPOSAL AND ACCEPTANCE

ROBERTS POOL SERVICE and REPAIR, Inc.

19315 Lake Pickett Road, Orlando, FL 32820

3395728

Date: December 14, 2023

Office 407 568-1074

Fax 407 568-7483

Cells Pat 407 948-6063

J.P. 407 948-5810

E mail: Robertspool1977@aol.com

CPC 041419

Proposal submitted to: Brian Mendes

Work to be performed at:

Name Highland Meadows II CDD

Highland Meadows II

Street 1015 Condor Dr.

E Mail:

City Haines City, Florida 33844

BMendes@rizzetta.com

Phone 407 472-2471 EXT 4404

We hereby submit specifications and estimates for:

COMMERCIAL POOL MAINTENANCE and CHEMICALS

1. Balance water chemicals
2. Cleaning filters
3. Brush pool as needed
4. Vacuum pool as needed
5. Cleaning tile
6. Adjusting water level
7. Clean and maintain pump room
8. Maintain log sheets for inspections

This proposal includes : 1 Pool

We propose to furnish labor and chemicals

Complete in accordance with above specifications for the sum of: \$ 2000.00 Per Month
for 3 day a week maintenance

With payment to be made as follows:

All billings to be submitted on the 1st of each month of service and are due at Net 30 days.

Authorized Signature Patricia C. Buchanan

This contract is ongoing and requires a 30 day cancellation notice by either party to terminate.

No visits will be made on public holidays in effort to allow our employees to enjoy these family days. If your pool is missed on one of these days, extraordinary effort will be taken on the previous visit to assure that the pool will remain in good condition during the extended period.

It is the expectation that debris on the pool decks will be removed daily by the property maintenance team

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature _____

Date of Acceptance: _____

Serving Central Florida since 1977

Robert's Pool Service & Repair

QUOTE

CPC#041419

19315 Lake Pickett Road
Orlando, FL 32820
Phone (407) 948-6063 Fax (407) 568-7483

December 22, 2023
27597322

Bill To:

Highland Meadows II CDD
1015 Condor Drive
Haines City, Florida 33844

Quote is Good until
January 22, 2023

We propose to furnish labor and materials as follows:

Page 1 of 2



Pool

- Drain water to a suitable area
- Grind around fitting and lights and underneath tile to allow for flush finish of new surface
- Remove all hollow and loose material from shell
- Chip off all existing step tiles
- Install 6X2 slip resistant contrasting step tiles on steps / **Per code**
- Chip off all existing waterline tile
- Install 2X6 slip resistant contrasting waterline tile / **Per code**
- Chip off all existing 6X6 Gutter tile
- Install all new 6X6 Gutter tile
- Install all new Gutter extensions complete with covers
- Acid wash pool to eliminate any smooth areas
- Apply acrylic based bonding coat for bonding of new finish
- Apply new Diamond Brite exposed aggregate finish
- Trowel during curing for a smooth and durable finish
- Install new VGB approved main drains
- Install new floor inlet extensions

Payment to be made as follows: 25% upon signed contract, 25% upon commencement of work, 50% upon completion of work unless other approved arrangement are made. Any alterations from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above estimate. Robert's Pool Service is authorized to do the above said work.

Accepted by _____ **Date** _____

Signature of Owner or Representative & Date

Respectfully submitted by: Patricia C Buchanan

Patricia C. Buchanan

The pool deck will be closed while renovation is being done. 21 to 30 days weather permitting **Date To Begin:** _____

Serving Central Florida's Pool Care Needs Since 1977

Robert's Pool Service & Repair

QUOTE

CPC#041419

19315 Lake Pickett Road
Orlando, FL 32820
Phone (407) 948-6063 Fax (407) 568-7483

December 22, 2023
27597322

Bill To:

Highland Meadows II CDD
1015 Condor Dr
Haines City Florida 33844

Quote is Good until
22-Jan-24

We propose to furnish labor and materials as follows:

Page 2 of 2

Scope of Work	AMOUNT
Pool	
Remove all waste materials from job Refill pool and balance chemicals	
5 year warrenty on labor 5 year warrenty on materials	
FOR THE SUM OF:	\$76,658.49

Payment to be made as follows: 25% upon signed contract, 25% upon commencement of work, 50% upon completion of work unless other approved arrangement are made. Any alterations from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above estimate. Robert's Pool Service is authorized to do the above said work.

Accepted by _____

Date _____

Signature of Owner or Representative & Date

Respectfully submitted by: Patricia C Buchanan

Patricia C. Buchanan

The pool deck will be closed while renovation is being done. 21 to 30 days weather permitting Date To Begin: _____

Serving Central Florida's Pool Care Needs Since 1977



ESTIMATE & SERVICES AGREEMENT

Yes, We Finance! | 18 Months Interest Free...

The Pool Specialist | State License #: CPC1458876
1211 E Donegan Ave
Kissimmee, Florida 34744
United States

4074328664
www.thepoolspecialist.com

BILL TO
Highland Meadows
1015 Condor Dr. Haines City, FL 33844
Haines City, Florida 33844
United States

(407) 472-2471 (4404)
bmendes@rizzetta.com

Estimate Number: 4524

Estimate Date: January 25, 2024

Valid Until: February 24, 2024

Estimate Total (USD): **\$75,599.15**

Product	Quantity	Price	Amount
Commercial pool resurfacing Finish: Miami Blue	1	\$55,095.24	\$55,095.24

Gutter perimeter: 328

Pool Width x Length: 116 x 44

Pool Surface Area: 5104

Total Interior Square Feet: 6580

Scope of Resurfacing Prep & Plaster Work:

- Pool/spa is drained/ Hydrostatic plug is pulled.
- Bonding agent is applied.
- If re-tiling the tiles are removed and tiling we start soon after.
- Once all the prep, tiling and any other necessary work has been completed the pool/spa is scheduled for plastering.
- The pool/spa plastering material is hand-troweled to a smooth finish followed by exposure process and water filling.

Packaged Total: \$55095.24



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United States

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Product	Quantity	Price	Amount
Commercial Pool Re-tiling	1	\$20,503.91	\$20,503.91

Pool total linear feet of tiles: 1013

Pool steps non-skid cap tiles total: 310

Depth markers to be replaced non-skid: 65

Depth markers to be replaced smooth: 65

Tile model: Ceramic 6x6

Non-skid cap tile color: TBD

Grout color: White

Scope of re-tiling work: Existing tiles are removed and the tile bed is prepared, we then install the waterline, gutter-line and step cap tiles and depth markers with thin-set mortar followed by grouting.

Once the tiling work is complete the pool/spa is prepped, bonding agent is applied and scheduled for plaster.

Packaged Total for Tiling: \$20503.91

Gate Codes & Access Details	1	\$0.00	\$0.00
--	---	--------	--------

Please provide your community gate/access codes and property access details to avoid unnecessary reschedules/delays.

Gate Code:

Property Access Details:



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United States

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Product	Quantity	Price	Amount
Representative: Francisco Garcia	1	\$0.00	\$0.00

Please contact your project sales representative to discuss project scope of work, cost and process.

Text and email preferred.

Email: francisco@thepoolspecialist.com

Contact number: (407) 953-9427`

Note: To start and schedule any work we need to know your official finish, tile, step inserts, deck, equipment choices and any additional work you would like done.

This avoids any error/delays.

To make the selection process easy we have included copy & paste links in each field.

If you have any questions please email them to me. If you would like to schedule a conference call to go over things please call/text me and we will make it happen.

Subtotal: \$75,599.15

Total: \$75,599.15

Estimate Total (USD): \$75,599.15



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1211 E Donegan Ave
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United States

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Notes / Terms

Please check the details of the work stated on this estimate and services agreement. To avoid any misunderstandings, the items and work specified and priced on this agreement form the basis of the items and work agreed at the subject property, this agreement takes precedence over all and any previous agreements, verbally or otherwise, and is considered the final statement of work and pricing agreed between the customer and The Pool Specialist of Florida, Inc.

Initial: _____

Once this estimate and services agreement has been approved and signed by the customer any changes orders/addendum's will subject to additional charges.

In-Progress Sign:

We place the sign in the yard a few days prior to the project start date to identify your property to all crew members and remove it a few days after the project has been completed.

Please provide your community gate/access codes and property access details to avoid unnecessary reschedules/delays.

Payment Schedules:

We require 50% of the entire job balance prior to starting as a down payment.

Followed by a progress payment of 40% that must be paid once the prep/tiling has been completed prior to finishing stage to avoid scheduling delays.

The remaining 10% is due as soon as the swimming pool/spa has been finished, completely filled, and started up.

Purchase of only pool/spa equipment replacement/installation i.e. heat pumps, heaters, filters, lights, pumps, automation systems and general repairs must be paid in full prior to installation.

Payments made out to: The Pool Specialist

_____ I have read the entire contents of this estimate and services agreement and agree to them. I have also read and agree to all terms and conditions.

Date: _____

Print name: _____

Customer Signature: _____

Terms and Conditions:

This agreement shall constitute a binding contract in accordance with the terms on the first page and the following conditions. The laws of the state of Florida shall govern any dispute with respect to this contract, its terms, conditions, and enforcement.

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1211 E Donegan Ave
Kissimmee, Florida 34744
United States

4074328664
www.thepoolspecialist.com

Notes / Terms

The Pool Specialist of Florida, Inc. is not responsible for color variations due to dye lots or production run. Color may vary due to availability of raw materials, efflorescence, and other factors beyond the control of The Pool Specialist of Florida, Inc. Although the color pigments in concrete pavers have excellent durability and whether, ability depending on specific weather conditions, during the first year or two after installation efflorescence may form on the service of concrete pavers. Efflorescence is for the most part caused by the free calcium hydroxide within the pavers which then reacts with the carbon dioxide within the atmosphere to form a white calcium deposit, which is referred to as efflorescence. With further exposure, this in turn will be changed to a highly soluble calcium hydrogen, which will be washed away with rain.

On default by purchase of any of the provisions of the agreement, The Pool Specialist of Florida, Inc. shall have the option of refusing to perform under this and any other existing agreement between the parties that The Pool Specialist of Florida, Inc. may elect and The Pool Specialist of Florida, Inc. may also rescind any agreement between the parties and hold purchaser liable for all damages and losses occasioned thereby; or reselling, at public or private sale, undelivered goods foregoing options at its sole discretion. The Pool Specialist of Florida, Inc. shall not be liable to purchaser for any profit on any release, but purchaser shall remain liable to the seller for the difference between (1) the agreement price of the goods plus all the expenses of storage and resale, (2) the resale price of good, and (3) any preparatory site work performed on the job site. DEPOSITS ARE NON_REFUNDABLE.

All material will be property of The Pool Specialist of Florida, Inc. until final payment has been received, and shall be subject to the Florida Mechanics Liens Law and the Uniform Commercial Code. Purchaser hereby grants Seller security interest in all materials used on the job site under the Uniform Commercial Code and shall have the right to remove them if full payment has not been received.

If invoice is not paid when due, interest will accrue at the rate of 1.5% per month (18% per annum). If after due dates, the account is placed in the hands of an attorney or collection agency for collection of all or part of the amount of invoice or invoices, the purchaser shall be liable for all costs of collection, including reasonable attorney's fees, whether or not said matter is brought to trial, and for all trial proceedings including levy, execution garnishment or any appeal.

Customer Responsibilities:

The customer warrants that he owns the land upon which the materials are to be installed, or that he/she has full authority from the owner there of or all co-owners to enter in to this contract and the owner will indemnify and hold harmless the Seller in all matters arising on this account.

The customer agrees to supply the contractor with current and valid survey of customer/purchaser property. Further, the Customer agrees to verify the construction location dimensions and elevation after it is set by contractor's personnel, and accepts full responsibility for the same. Minor variations in dimensions or elevations shall not affect the validity of this contract, nor the customer's responsibility under it.

Unless otherwise stated herein, site preparation including removal or protection of trees, shrubs or other vegetation, removal of any underground sprinklers, pipeline, septic tanks or any other improvement affected by this construction shall be done by the customer.

Customer agrees that no claims may be filed under the warranty unless and until the indebtedness to the contractor has been paid in full.

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United States

4074328664
www.thepoolspecialist.com

Notes / Terms

The customer shall grant the Seller ample access area for the equipment, personnel, and materials delivered to the site, and shall furnish adequate water and electric power and shall grant the right to store material and debris during the course of the construction. The customer assumes full responsibility for the clearance of or damage to anything in the area of access whether it is on the customer's property or that of a neighbor. The Seller is specifically held free of the responsibility of damage to landscaping sod, sidewalks, septic tanks, sewer lines, water lines, or other items above or below ground in the area of access and or construction.

It is agreed that the Seller shall be permitted to perform his work without interruptions and delays or any acts of negligence caused by the customer or the customer's representatives.

Personal Property. The customer agrees that all equipment and materials placed on this property for use in construction will remain the personal property of the seller until the sums due to the seller under his contract have been paid in full. Seller has the right to remove pavers, materials and installed equipment if full payments have not been satisfied after ADEMAND LETTER HAS BEEN MADE.

Start-up/Fire-up – 30 Day Maintenance Requirements:

The pool/spa finish will start to hydrate immediately after application with the majority of hydration taking place within the first 30 days. This critical time period is when a finish is most susceptible to staining, scaling and discoloration. Proper start-up procedures including timely brushing and constant monitoring and adjusting of the pool/spa water is mandatory. It is safe to swim but there are strict product maintenance requirements which must be followed to prevent damage to your new finish. While bringing out the beauty of the exposed aggregates. All products manufactured are required to be brushed vigorously every day or two. To remove finish hydration which naturally occurs in the curing period. Brushing the hydration changes the PH of the water therefore test & adjust the PH with muriatic acid every time you brush. Don't use a wheeled vacuum cleaner for the first 30 days to prevent wheel marks in the new finish.

Warranty Overview:

CL Industries, Florida Stucco, Sgm Diamond Brite and River Rok, Premix Marbelite and Pebble Tec finishes are warrantied for five to ten (5-10) years from the manufacturer for material failure. See manufacturer's warranties for up to date details. The Pool Specialist of Florida, Inc. issues manufacture warranties for material failure for five to ten (5-10) years from the date of application on all resurfacing jobs for residential pools/spas and five 5 years for commercial pools/spas. Shade variations are inherent with all pool/spa finishes and are not warrantied by either the product manufacturer or The Pool Specialist of Florida, Inc. All material/equipment warranties are through respective manufacturers. Manufacturer warranties may be for product labor and materials. Labor charges resulting from manufacturer warrantied repairs are warrantied for thirty (30) days. All warranties exclude damages due to fire, hurricanes, flood or other acts of nature or any physical abuse.

Standard Payment Terms:

ESTIMATE & SERVICES AGREEMENT

Yes, We Finance! | 18 Months Interest Free...

The Pool Specialist | State License #: CPC1458876

1211 E Donegan Ave
Kissimmee, Florida 34744
United States

4074328664
www.thepoolspecialist.com

Notes / Terms

All deposits are NON_REFUNDABLE unless specified in writing by the contractor. All "Addendums" (Change Orders) require full payment at time of addendum acceptance and signing. All mosaics and glass tiles require full payment in advance as all mosaics and glass are special order and are not returnable. 50% deposit of the contract at signing, followed by a progress payment of 40% once the prep, tiling and any necessary work required prior resurfacing is complete, the remaining 10% of the contract on completion of work. Additions or Changes in the Contract Any changes or additions to this contract must be agreed upon in writing and signed by customer/purchaser, separate from this quotation/contract work order. Payment for all additions and/or changes are due according to the payment terms of the addendums(s).

Disclaimer:

The Pool Specialist of Florida, Inc. is to be held harmless for any defects or concealed damage resulting from prior contractors work. Interior finishing does not correct leaks. If your pool is leaking, we strongly recommend that the leak be located and fixed prior to or in conjunction with this pool/spa finishing project. Leak detection & repairs are additional costs and must be specified. Possible pool/spa system line leaks may occur as an unavoidable consequence from required draining and servicing. Homeowner understands and agrees The Pool Specialist of Florida, Inc. to be held harmless. Patching is a possible process and is temporary in nature and is therefore not warranted unless specified. Acid wash & re-grout of tile and/or coping is an "as possible" service and cannot be warranted. Re-occurrence of structural cracking (pool/spa or deck) cannot be warranted. Any authorizations, soil testing, engineering, permits applications and/or related fees, if required, (HOA, City, County, or State) are to be paid for by the property owner to the start of job unless otherwise specified and agreed to in writing. Property owner is aware that permits may be required and vary from municipality to municipality. Homeowner understands any additional labor or materials required by engineering or permitting which exceed contracted scope of work will be additional and to be paid by homeowner. Electrical hook-ups and related electrical items, if required are excluded from the contract and must be performed by a licensed electrician. Sandblasting, pump station & well water filter if required are additional and may only be determined after draining and proper inspections, unless otherwise noted. Excessive hollows over 25% of total surface area may dictate partial or complete surface failure and additional removal, preparation and/or material charges may result, which can only be determined after draining and proper inspection. Property owner understand that stain from sandblasting, if required, may remain after basic "house off" is performed and the tile may be damaged as an unavoidable consequence of sandblasting, fiber removal and/or epoxy removal and agrees to hold The Pool Specialist of Florida, Inc. and its agents harmless in the event those services are required. If your pool has a heater it is recommend you bypass your heater for the first thirty (30) days to avoid possible damage to your surface. If your heater does not have a by-pass valve, The Pool Specialist of Florida, Inc. Can install one for you. Property owner is responsible to make all locations of utility lines, sprinkler, electrical and/or other unseen obstructions that may exist in the performance of contract. The Pool Specialist of Florida, Inc. is to be held harmless for any pipe or line damage unless proper markings by customer are made prior to start.

ESTIMATE



Prepared For

Highland Meadows 2 CDD Amenity
Center
1015 Condor Drive
Haines City, FL 33844
(407) 472-2471

NOAH BUILDERS & DESIGNS / F&J POOL AND SPA

4740 Rockvale Dr , CGC1534431, CPC1460382
Kissimmee , FL 34758 POOLS & GENERAL
CONTRACTOR: FREDDY ALMONTE
Phone: (407) 379-3594
Email:
freddyconstruction@outlook.com/noahbuilders@outlook.com

Estimate # 444
Date 01/29/2024
Business / Tax # 88-2910946

Description **Total**

Comercial Pool Renovation \$49,800.00

Pool Cleaning and preparation
Removal old coating under the tile
Acid Concrete shell treatment
Bond kote application
All Main Drain Cover Replacement
New Coating application Miami Blue

732 Ft. New Tile 6x6 \$11,712.00

Old Tile removal
732 Ln.ft of New Tile 6x6 Installation (materials included)

Subtotal \$61,512.00

Total **\$61,512.00**



Payments Terms:

50% deposit with the signed contract

25% After the glass tile is done

25% When the job is complete

1. Contractor shall haul and dispose of all debris caused during the performance of the job described herein.
2. All work be performed in accordance with the specifications submitted for the above work order, to be completed in a professional matter.
3. If weather conditions do not allow work to be done safely, then postpone work until weather change to favorable conditions.
4. If for any reason, after the signing of this contract the client withdraws and requests the cancellation of the contract or return of their money, before the completion of the project will be discounted 15% of the agreed.
5. If for any reason, during the execution of the project the client requests the cancellation of the contract or return of their money, a 15% of the agreed upon will be discounted and the expenses made up to the moment cannot be returned in money.
-The net amount of the money will be refunded 30 days after canceling the contract.
6. If the customer decides to make any change in the material specified in this estimate, and that change incurs a price change, the customer will pay any difference to the initial price.
7. At the end of the work must have paid 75% of the total agreed. And the final 25% at the end of the debris removal.
8. If the project to be executed requires a permit in the city corresponding to the property, "city fees" will not be included in the city at the agreed price to submit the permit.
9. The customer should provide the entrance for the excavation equipment clean and ready. The company will schedule the job with at least 3 days before and the customer have to remove the grass or irrigation system on the way. We are not responsible for damages made to the property if the area is not clear.
10. The project has to be executed between 2 to 3 weeks after we signed this contract and receive the payment of the 50% of the total agreed.
11. The contractor is authorized to commence work as specified. The customer agrees to make payments as specified by the terms. In Signing below, the customer accepts this contract in its standing and understands that there are NO other verbal understanding or representations.

Freddy Almonte

Highland Meadows 2 CDD Amenity Center



PROPOSAL OF SERVICES

Highland Meadows 2 Community District Development Pool Resurface

Dear,
Highland Meadows II Community District Development

WORK PROJECT

- All Consumables required to perform the maintenance are supplied by A&E Dream Homes.
- Replacement of corroded hardware.
- Drain Pool Water.
- Excavation of floor and wall cracks.
- Pressure washes all debris and algae built up the affected area.
- Replace all tiles.
- Install a new jet main drain.
- Replace all drain covers.
- Final finish -Diamond Brite-
- Acid wash.
- Refill the pool to the proper water levels.
- Initial water treatment 1 time a week for 1 month to meet the proper operating reading code.
- Comply with OSHA regulations on chemical management and safety measures in the project area.

YOUR INVESTMENT

The contract proposes a fixed price of \$63,000.00, Requires 60% deposit to initiate, additional 10% upon 50% project completion, remaining 30% upon total project completion. All repairs and replacements performed by A&E Homes will have a lifetime warranty coverage cause by tile separation, floor lift and major cracks related to the final project completion. In consideration of the Customer's payment of the Compensation, the Vendor shall perform the services set forth in its scope of work attached hereto as "Work Project" at

the service site set forth above. Unless otherwise specified. The Customer shall pay Contractor the compensation set forth and when due. If no time for payment is specified, all amounts shall be paid within thirty (30) calendar days from the date of performance of the portion of Services invoiced for. In the event of nonpayment, Vender shall charge, and Customer agrees to pay, interest at the rate of two percent (2%) per month on the total outstanding balance until paid in full.

TERMS

The pricing in this proposal is valid for 30 days. The Services shall be performed in a workmanlike manner. Vendor's personnel will wear uniforms, as well as all safety and PPE required by the occupational Safety and Health Administration (OSHA), while on Property. Vendor's may immediately suspend performance of the Services without notice to Customer until payment is brought current in full. In addition, in the event of nonpayment, Vendor's may condition its continued performance (after suspension) upon Customer's payment of a deposit equal to one (1) month's Services, which shall be applied to the last month of the Term. Or to any outstanding balance owed to Vendor's by Customer in the Future.

Termination

Either party may terminate this Agreement for any reason, or for no reason, by delivering written notice of their intent to terminate this Agreement of not less than sixty (30) days to the other party. This Agreement shall begin upon the Effective Date, and shall continue for a period of twelve (12) months. Unless terminated or renewed as provided for herein, upon the expiration of the Term, this Agreement shall automatically renew for

successive twelve (12) month terms. In the event of a material breach of this Agreement by either party, the other party may deliver written notice of such breach to the other party specifying such breach. Upon receipt of such notice, the breaching party shall have ten (14) days within which to cure the complaint of breach. If the breaching party fails to cure such breach within this time period, then the other party may terminate this Agreement immediately upon additional written notice. Cause shall not exist if the alleged breach is something not the responsibility of a party hereunder.

Choice of Law; Venue; Jury Trial Waiver

Venue for any legal action or mediation arising from or relating to either this Agreement or the Services shall be proper, convenient, and exclusively held in the courts of the county wherein Vendor's principal place of business is located. If any legal action is taken by either party to enforce any provision of this Agreement against the other party, the prevailing party therefrom shall be entitled to recover from the non-prevailing party all costs, fees, and expenses arising from such legal action, including accounting costs, court costs, attorneys' fees, and all other reasonably related expenses. The term "prevailing party" means the party prevailing on the substantial matters of law at issue

in such action. BOTH PARTIES HERETO EXPRESSLY AND IRREVOCABLY WAIVE THEIR RIGHT TO A TRIAL BY JURY IN ANY LEGAL ACTION ARISING FROM OR RELATING TO THIS AGREEMENT OR THE SERVICES, AND EXPRESSLY CONSENT TO THE EXCLUSIVE PERSONAL JURISDICTION AND VENUE OF THE FOREGOING COURTS. BOTH

PARTIES EXPRESSLY AGREE THAT THE LAWS OF THE STATE OF FLORIDA, EXCLUSIVE OF ITS CHOICE OF LAWS PRINCIPLES, SHALL APPLY TO THIS AGREEMENT. BOTH PARTIES EXPRESSLY ACKNOWLEDGE AND AGREE THAT THIS AGREEMENT SHALL BE CONSIDERED TO HAVE BEEN MADE AND ENTERED INTO IN ORANGE COUNTY, FLORIDA, NOTWITHSTANDING ANY CONTRACTUAL PROVISION, LAW, OR EQUITABLE PRINCIPLE TO THE CONTRARY.

Insurance; Licensing

The Vendor

represents that Contractor is fully insured for required workers' compensation coverage on its employees, and carries general liability insurance covering its Services. Contractor shall provide a copy of the same to Customer upon request. Contractor shall be responsible for obtaining any licenses and/or permits required by law for activities at the Property.

Loss; Liability

Vendor shall bear the risk of loss for any products, equipment, personal property, landscaping, flowers, grass, or shrubbery which are damaged by Vendor's Services, or any intervening or superseding cause. Furthermore, Vendor shall not be responsible for any pre-existing damage to items at the Property, even if such items are maintained as part of the Services. In addition, and without limiting the generality of the foregoing,

Vendor is not responsible for, and Customer holds Vendor harmless for: (1). damage to or maintenance/replacement of any personal property, fixtures, furnishings, or equipment located at the

Property; (2). any damage due to vandalism, theft, or the actions/inactions of any third party; and (3). any damage due to the operation of Vendor's equipment in performing the Services.

Notes

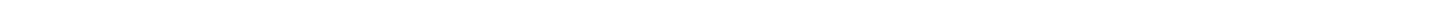
The work that will be performed is related to the picture attached to the proposal that was requested by the district. All slanted pool rails will be adjust or replace. Gaps between the floor bricks will be covered. Minor and major cracks on walls and flooring of the pool will be mitigated for leaks at its source. Install a new ADA system. Resurface the entire pool and replace all the tiles. Replace nonfunctional pool lights and adjust lighting effect.

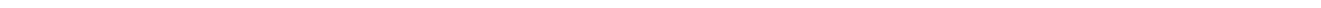


















To discuss your project and formalize this agreement, please reach out at:

A&E DREAM HOMES, LLC.

929-245-1274

AEDREAMHOMES@OUTLOOK.COM

Services to be performed at:

1015 Condor Drive, Haines City, FL 33844

CLIENT

Highland Meadows II Community District Development c/o

Rizzetta & Co.

8529 Southpark Circle Suite 330 Orlando,

FL 32819

Highland Meadows 2 C.D.D. Chairman

District Manager

PREPARED BY: Lopez, Josmar

Tab 7

Tab 8

RESOLUTION 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Highland Meadows II Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to designate certain Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. **Larry Krause** is appointed Secretary.

 Patricia Thibault is appointed Treasurer.

 Anna Lyalina is appointed Assistant Treasurer.

 Kaylee Roach is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution supersedes any prior appointments made by the Board for Chairman, Vice-Chairman, Secretary, Assistant Secretaries, Treasurer, and Assistant Treasurer(s).

SECTION 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 15th day of February 2024.

ATTEST:

**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors

Tab 9

RESOLUTION 2024-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A PUBLIC DEPOSITORY FOR FUNDS OF THE HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Highland Meadows II Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors (“**Board**”) is statutorily authorized to select a depository as defined in Section 280.02, *Florida Statutes*, which meets all the requirements of Chapter 280 and has been designated by the State Treasurer as a qualified public depository; and

WHEREAS, the Board desires to designate a public depository for the District funds.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT THAT:

1. DESIGNATION OF PUBLIC DEPOSITORY. Bank United _____ is hereby designated as the public depository for District funds. In accordance with Section 280.17(4), *Florida Statutes*, the District’s Secretary is directed to furnish to the State Treasurer prior to the deposit of any public funds, the District’s official name, address, federal employer identification number, and the name of the person or persons responsible for establishing accounts. The District’s Treasurer, upon assuming responsibility for handling the District funds, is directed to furnish to the State Treasurer annually the information required in accordance with Section 280.17(3), *Florida Statutes*.

2. EFFECTIVE DATE. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 15th day of February 2024.

ATTEST:

**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors

Tab 10

RESOLUTION 2024-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT DIRECTING THE DISTRICT MANAGER TO ESTABLISH A LOCAL BANK ACCOUNT AND APPOINT SIGNORS ON THE ACCOUNT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Highland Meadows II Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors desires to establish a local bank account for the District and appoint Patricia Thibault and Anna Lyalina as signors on the account.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT THAT:

1. **DESIGNATING AUTHORIZED SIGNATORIES.** The District Manager is directed to establish a local bank account at Bank United for the District. Patricia Thibault and Anna Lyalina shall be appointed as signors on the account.

2. **EFFECTIVE DATE.** This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 15th day of February 2024.

ATTEST:

**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors

Tab 11

RESOLUTION 2024-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Highland Meadows II Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered administrative office location for the purposes of accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT:

1. **DESIGNATION OF REGISTERED AGENT.** _____
is hereby designated as Registered Agent for the District.

2. **REGISTERED OFFICE.** The District's Registered Office shall be located at _____

3. **FILING.** In accordance with Section 189.014, Florida Statutes, the District's Secretary is hereby directed to file certified copies of this resolution with the County and the Florida Department of Economic Opportunity.

4. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 15th day of February 2024.

ATTEST:

**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors