

**MINUTES OF MEETING**

***HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING***

*Thursday, September 17, 2015 at 11:38 a.m.*

*Holiday Inn Winter Haven*

*200 Cypress Gardens Boulevard,*

*Winter Haven, Florida 33880*

Board Members present at roll call:

Lauren Schwenk	Board Member	
Rennie Heath	Board Member	
Andrew Rhinehart	Board Member	
Scott Shapiro	Board Member	(via phone)

Also Present:

Jane Gaarlandt	Fishkind & Associates, Inc.
Joe MacLaren	Fishkind & Associates, Inc. (via phone)
Todd Amaden	Landmark Engineering (via phone)
Sarah Warren	Hopping Green & Sams, P.A. (via phone)

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order. The Board Members and staff in attendance are outlined above.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Public Hearing on the Board's  
Consideration of Resolution 2015-  
13, Equalizing Approving, and  
Levying Special Assessments on  
Phase 3 & 4A Assessment Area**

- a) Phase 3 & 4A Supplemental  
Engineer's Report**
- b) Phase 3 & 4A Supplemental  
Assessment Methodology**

Mr. Gaarlandt confirmed that mailed and published notices were provided in accordance with the Florida Statutes. Ms. Warren requested a motion to open the public hearing.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board opened the Public Hearing.

There were no members of the public present.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board closed the Public Hearing.

Ms. Warren asked Mr. Amaden to review the Engineer's Report. Mr. Amaden explained that the Engineer's Report presented to the Board describes the public infrastructure consisting of the ponds, storm water, utilities, water and sewer, the roadways, entry feature and signage to be in Phase 3 and Phase 4A. There are a few textual changes in the report, the information from the District Expansion Ordinance was added and there were a couple of spelling changes. Mr. Amaden outlined table 2, which is the cost breakdown of Summary of Opinion of Probable Cost. For Phase 3 the total is \$4,286,400.00 and for Phase 4A the total is \$1,932,000.00 for a combined total cost of \$6,218,400.00. Ms. Warren asked Mr. Amaden if the costs are reasonable and proper. Mr. Amaden responded that they are. Ms. Warren asked if he was aware of any reason that the District cannot undertake the project. Mr. Amaden responded that he is not. Ms. Warren requested Mr. MacLaren to provide a similar overview of the Assessment Methodology and note any changes that may have been made. Mr. MacLaren noted that there were no substantial changes since the Methodology was initially approved by the Board a month ago. Mr. MacLaren noted that the total cost for Phase 3 & 4A is \$6,218,400. He estimated it may require as much as \$8,885,000.00 in bonds to fund those infrastructure costs. He allocated those bond issuances to the property included in Phase 3 and 4A and including the lots that are planned for those two phases. The assessments may be as high as \$26,404.00 in principle for Phase 3 lots which works out to \$2,404.00 per year in gross annual assessments. The maximum assessment level anticipated for Phase 4A is \$27,286.00 in bond principle per lot which is \$2,484.00 per lot in gross annual assessments. Ms. Schwenk noted that two parcels on the District boundary map are missing the numbers corresponding with the parcel ID numbers. Mr. Amaden responded that they will be updated and identified. Mr. MacLaren noted that he will update the legal description on the site plan for Phase 3 and Phase 4A for the mailed notices. Ms. Warren asked Mr. MacLaren to confirm that the lands that will be subject to the assessments will receive a special benefit from the project and that the benefit will be equal to or in excess of the amount of special assessments that will be levied. Mr. MacLaren confirmed. Ms. Warren asked if, in his professional opinion, the special assessments are reasonably apportioned among the lands that are subject to the assessments. Mr. MacLaren responded that they are. Ms. Warren asked if it was his opinion that it is reasonable, proper

and just to assess the cost of this project to the lands in accordance with the methodology. Mr. MacLaren responded that it is. Ms. Warren requested a motion to approve Resolution 2015-12.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board Resolution 2015-12, Equalizing, Approving, and Levying Special Assessments on Phase 3 & 4A Assessment Area.

#### **FOURTH ORDER OF BUSINESS**

#### **Public Hearing on the Board's Consideration of Resolution 2015-14, Adopting the Uniform Method of Levying, Collecting, and Enforcing Non Ad-Valorem Assessments for Expansion Area**

Ms. Warren asked Ms. Gaarlandt to confirm that the notice was published for four consecutive weeks as required by statute. Ms. Gaarlandt confirmed. Ms. Warren requested a motion to open the public hearing.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board opened the Public Hearing.

There were no members of the public present.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board closed the Public Hearing.

Ms. Warren noted that the Board previously adopted a resolution declaring the District's intent to use the Uniform Method to collect assessments, and the reason for the District adopting Resolution 2015-14 is to evidence that same intention to collect any assessments via the Uniform Method for the area that was annexed into the District recently.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board approved Resolution 2015-14, Adopting the Uniform Method of Levying, Collecting and Enforcing Non Ad-Valorem Assessments for Expansion Area.

**FIFTH ORDER OF BUSINESS**

**Ratification of Uniform Collection Agreement with Polk County Tax Collector**

Mr. MacLaren stated that this is an agreement whereby the Polk County Tax Collector will collect the assessments for the District. The assessments have already been sent and the tax collector's office confirmed that it will collect the assessments. Mr. MacLaren stated that the terms of the agreement are reasonable and recommended ratification from the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Board ratified the Uniform Collection Agreement with Polk County Tax Collector.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-15, Accepting the Certification of the District Engineer for Completion of Assessment Area One and Area Two Projects**

Ms. Warren stated that this resolution sets forth that the District is accepting the District Engineer's certification that the Assessment Area One Project and the Assessment Area Two Project that were paid for with the Series 2014 Bonds were completed in accordance with the Engineer's Report. The Assessment Area One Project and Assessment Area Two Project are also known as Phases 2A and 2B.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board approved Resolution 2015-15, Accepting the Certification of the District Engineer for Completion of Assessment Area One and Assessment Area Two Projects.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal for FY 2015-2016 Insurance from Florida Insurance Alliance**

Ms. Gaarlandt stated that this is about \$400.00 more than last year. The price quote is \$4,886.00. Mr. Heath asked if all the CDD's are doing insurance with this company and suggested negotiating the quote. Mr. MacLaren noted that he believed the insurance company would be open to a discount and that he will reach out to them.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board approved allowing the District Manager to negotiate with the insurance for a discounted rate prior to the renewal period and authorized the District Manager to sign on behalf of the District.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel** – Ms. Warren noted that the next meeting is September 30, 2015 at 10:00 to open the bids. There was a discussion as to when and where the bids were due. The bids will be brought to the current location for opening at the public meeting. Ms. Schwenk noted that after opening of the bids the meeting will be continued to allow the Board time to consider the bids.

**District Engineer** – No Report

**District Manager** – No Report

**NINTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

There were no other questions or comments

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Gaarlandt suggested a motion to adjourn.

ON MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board adjourned the September 17, 2015 Board of Supervisor's Meeting for the Highland Meadows II Community Development District.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman