

## MINUTES OF MEETING

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

*Thursday, March 9, 2017 at 9:17 a.m.*

*Offices of Cassidy Homes*

*346 East Central Ave.*

*Winter Haven, FL 33880.*

Board Members present at roll call:

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

Also Present:

|                 |   |
|-----------------|---|
| Roy Van Wyk     | Hopping Green & Sams, P.A.              |
| Jane Gaarlandt  | Fishkind & Associates, Inc.             |
| Joe MacLaren    | Fishkind & Associates, Inc. (via phone) |
| John Mazukowski | Cassidy Homes                           |
| Sharon Garrett  | Resident                                |

### **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**

### **Consideration of Letter of Resignation from Andrew Rhinehart**

Ms. Gaarlandt explained that this item was being skipped for a later date because there is no other nomination at this time. Mr. Van Wyk explained that the Board can accept the letter and then have the vacancy on the Board. Ms. Gaarlandt noted that she has not yet received the letter. Mr. Shapiro suggested to wait until a later date in order to secure a quorum for future meetings.

### **THIRD ORDER OF BUSINESS**

### **Public Comment Period**

There were no public comments related to items on the agenda.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the February 9, 2017 Board of Supervisors' Meeting and the February 13, 2017 Board of Supervisors' Meetings**

The Board reviewed the minutes of the February 9, and February 13, 2017 Board of Supervisors' Meetings.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Board approved the Minutes of the February 9 and February 13, 2017 Board of Supervisors' Meetings.

**FIFTH ORDER OF BUSINESS**

**Public Hearing on the Adoption of Amenity Policies**

- a) Public Comments and Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2017-13, Adopting the Amenity Policies**

Mr. Van Wyk requested a motion to open the public hearing.

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

Ms. Garrett commented that though the District advertises public hearings in the newspaper the people out front of the office do not know about the public hearings which creates confusion. She suggested that Cassidy Home places a listing of the public hearings for each CDD and the times. Mr. Van Wyk explained that each CDD is its own entity and it is not a Cassidy Homes entity, but Cassidy Homes is allowing each CDD use of their offices and the District is required by law provide publication for each hearing and meeting that they have. Cassidy Homes does not post anything. Each of the District's does the posting and publication and it is on each CDD website and each of the notices and meeting agendas are posted there. Ms. Garrett asked for a listing of the meetings and Mr. Van Wyk said that the District would provide that. Van Wyk explained that this public hearing is on the adoption of Amenity Center Rules and Policies. Each Board

member received a copy and he noted that the Board needs to provide comment as well comment from the public on those rules and policies which is the purpose of today's hearing. The policies can be adjusted and amended. Ms. Schwenk provided comments on Exhibit A. A discussion took place about a rental fee for the playground shade structure. Ms. Gaarlandt noted that in her experience the only way it has worked is to have a fulltime employee on site otherwise there is no way to know if the renter has cleaned up after themselves. The Board Members discussed the addition of no trespassing signs and signs indicating it is for residents and authorized users only. Mr. Shapiro asked Mr. Van Wyk if the Board could set a resident and non-resident user fee and not enforce it. Mr. Van Wyk answered that the Board can set a fee and direct District staff not to authorize any rentals. If the District finds that it gets out of hand, then there is a policy in place. Board Members agreed on a \$75.00 rental deposit and a \$50.00 rental fee. Mr. Heath noted that Mr. Allende needs to go out on Mondays and check if the area needs to be cleaned and the District will look for a resident who is interested in being a part time onsite Manager. Mr. Rhinehart noted that he is having a meeting with Highland Meadows II HOA in a couple of weeks and he can ask if anyone wants to manage the Amenities. Mr. Shapiro asked him to coordinate that with Ms. Gaarlandt to see if there is anyone who is interested and Ms. Gaarlandt can interview them. The key card system will be up next week. The District Manager will send out the key cards to the residents. Mr. Van Wyk outlined the changes to the rental fees and Amenity rules and policies. He noted that District staff will modify the rules and policies to reflect that there is a cabana outside and not a room rental. There were no comments on the other fees or policies. Mr. Van Wyk opened it up to public comment and asked Ms. Garrett if she had any comments. Ms. Garrett asked if the rental fee was for individuals who wished to rent the space for parties. Mr. Van Wyk confirmed. There were no other comments. Mr. Van Wyk requested a motion to approve the Policies and Rules as discussed.

On MOTION by Mr. Heath, seconded by Mr. Shapiro, with all in favor, the Board approved Resolution 2017-13, Adopting the Amenity Policies, as discussed.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Resolution 2017-14, Supplemental Assessment Resolution**

#### **a) Supplemental Assessment Methodology Report**

Mr. Van Wyk explained that this is the draft Supplemental Assessment Resolution for the issuance of the two upcoming Bonds. This was needed on the agenda because the District intends to continue today's meeting to March 22, 2017.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Payment  
Authorizations Nos. 110-112**

The Board reviewed Payment Authorizations Nos. 110-112. Ms. Schwenk asked Ms. Gaarlandt to check on the Floralawn invoice. Ms. Schwenk recused herself from motioning. Mr. Van Wyk noted that the District has an ongoing memo for her to that effect that will be incorporated and noted that she can still vote on the other invoices.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board ratified Payment Authorizations Nos. 110-112 subject to verification of the Floralawn invoice.

**EIGHTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the monthly financials. The District is at \$252,000.00 in expenses vs a budget of \$335,000.00. There was no action to necessary by the Board.

Mr. Shapiro asked Ms. Schwenk when the pool will be complete. Ms. Schwenk responded that the pavers are being finished this week as well as the fencing. The gate locking system will be completed next week and then the pool will be filled so the pool should be complete in 2-3 weeks. Once the gate and fence are up then landscaping will commence. Ms. Schwenk told Ms. Gaarlandt that the District should start looking at pool maintenance companies. Ms. Gaarlandt asked if there will be an addendum to the District's Landscape Maintenance Agreement and Ms. Schwenk confirmed.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel** – Mr. Van Wyk asked that today's meeting be continued to March 22, 2017 at 11:00 a.m. at the Offices of Cassidy Homes, 346 East Central Ave., Winter Haven, FL 33880 for the purpose of considering Resolution 2017-14, Supplemental Assessment Resolution. The Pre-closing is at 11:30 a.m.

**District Engineer** – No Report

**District Manager** – No Report

**TENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

There were no Supervisor requests or audience comments.


**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss. Mr. Van Wyk requested a motion to continue the meeting until March 22, 2017 at 11:00 a.m.

ON MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board of Supervisor's for Highland Meadows II Community Development District continued the Meeting to March 22, 2017 at 11:00 a.m.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman