

**MINUTES OF MEETING**

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

*Thursday, November 1, 2016 at 9:12 a.m.*

*Offices of Cassidy Homes*

*346 East Central Ave.*

*Winter Haven, FL 33880.*

Board Members present at roll call:

Andrew Rhinehart	Board Member
Lauren Schwenk	Board Member
Rennie Heath	Board Member
Joel Adams	Board Member

Also Present:

Jane Gaarlandt	Fishkind & Associates, Inc.	
Sarah Warren	Hopping Green & Sams, P.A.	(via phone)
Todd Amaden	District Engineer	(via phone)
Joe MacLaren	Fishkind & Associates, Inc.	(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 are no members of the public present.

**THIRD ORDER OF BUSINESS**

**Oath of Office of Newly Elected Board Members**

Ms. Gaarlandt administered the oath of office to Mr. Adams, Ms. Schwenk, and Mr. Rhinehart.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the August 11, 2016 Board of Supervisors'**

The Board reviewed the minutes for the August 11, 2016 Board of Supervisors' Meeting.

On MOTION by Mr. Heath seconded by Ms. Schwenk, with all in favor, the Board approved the Minutes of the August 11, 2016 Board of Supervisors' Meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-01, Canvassing and Certifying the Results of the Landowners' Election**

The Landowners' Election took place prior to this meeting. Mr. Adams and Ms. Schwenk will serve 4-year terms and Mr. Rhinehart will serve a 2-year term.

On MOTION by Mr. Adams, seconded by Ms. Schwenk, with all in favor, the Board adopted Resolution 2017-01, Canvassing and Certifying the Results of the Landowners' Election.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-02, Prompt Payment Policies and Procedures**

Ms. Warren explained that the purpose of this resolution is to confirm that the District has policies in place that reflect the requirements of the Florida Statute.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Board approved Resolution 2017-02, Prompt Payment Policies and Procedures.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-03, Service Animal Policy**

Ms. Warren explained that there were a few updates this year to the statute pertaining to service animals. To make sure that the District has policies in place that are consistent

with the statute Ms. Warren requested that the Board adopt this policy by way of Resolution 2017-03.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Board approved Resolution 2017-03, Service Animal Policy.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Landscape Maintenance Agreement with Creative Association Services, Inc.**

Ms. Schwenk noted that she has excused herself from voting due to a conflict. The contract start date was October 15, 2016.

On MOTION by Mr. Heath seconded by Mr. Rhinehart, with 3 in favor and 1 abstained, the Board ratified the Landscape Maintenance Agreement with Creative Association Services, Inc.

**NINTH ORDER OF BUSINESS**

**Ratification of Agreement with Fence Outlet, Inc. for Phase 3 Perimeter Fence Installation**

Ms. Gaarlandt presented the Agreement with Fence Outlet, Inc. for Phase 3 perimeter fence installation for ratification from the Board. Ms. Schwenk noted that the District had a Change Order come in for 66 additional linear feet and she was not sure if that was included in this ratification. Ms. Gaarlandt indicated that it was not included because it was just a few days ago that the District received the notification about the Change Order and noted that the Board can ratify the Change Order at the next meeting.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Board ratified the Agreement with Fence Outlet, Inc. for Phase 3 Perimeter Fence Installation.

**TENTH ORDER OF BUSINESS**

**Ratification of Agreement with FRS Environmental Remediation, Inc. DBA West Florida for Phase 4A Amenity Fence**

Ms. Gaarlandt requested ratification of the Agreement with FRS Environmental Remediation, Inc.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Board ratified the Agreement with FRS Environmental Remediation, Inc. DBA West Florida for Phase 4A Amenity Fence.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Payment  
Authorizations Nos. 88-96**

The Board reviewed Payment Authorizations Nos. 88-96. They have all been previously approved and funded.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board ratified Payment Authorizations Nos. 88-96.

**TWELFTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the monthly financials. There was no action required by the Board.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel** – No Report

**District Engineer** – No Report

**District Manager** – No Report

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

There were no other questions or comments.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss. Ms. Gaarlandt requested a motion to adjourn.

ON MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board adjourned the Board of Supervisor's Meeting for the November 1, 2016 Highland Meadows II Community Development District.

  
Secretary / Assistant Secretary

   
Chairman / Vice Chairman