

MINUTES OF MEETING
HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Highland Meadows II Community Development District was held on Wednesday, February 13, 2019 at 3:30 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
Andrew Rhinehart	Assistant Secretary
Lauren Schwenk	Assistant Secretary

Also, present were:

Jill Burns	District Manager
Roy Van Wyk	District Counsel
Clayton Smith	Field Manager by phone

The following is a summary of the actions taken at the February 13, 2019 meeting, and a copy of the proceedings can be obtained by contacting the District Manager

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and stated that the supervisors listed above were in attendance, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There being no members of the public present, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath to Scott Shapiro

Ms. Burns noted Mr. Shapiro was not present at the meeting and he would be sworn in at the next meeting.

B. Consideration of Resolution 2019-04 Electing Jill Burns as Assistant Treasurer

Ms. Burns reviewed the resolution for the Board. The Board had no questions.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, Resolution 2019-04 Electing Jill Burns as Assistant Treasurer, was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the November 14, 2018 Board of Supervisors Meeting and the Acceptance of the Minutes of the November 8, 2018 Landowners' Meeting

Ms. Burns asked for questions, comments, or corrections to the minutes. The Board had no corrections or comments.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the minutes of the November 14, 2018 Board of Supervisors Meeting, were approved and the minutes of the November 8, 2018 Landowners' Meeting were accepted.

FIFTH ORDER OF BUSINESS

Consideration of Proposal for Website ADA Compliance

Ms. Burns noted this proposal was for the District's website. She suggested the one time fee of \$1,750, and once it is in compliance, GMS can keep the website compliant going forward. Ms. Burns noted Roy's office wants to add some wording, so the motion for approval would be subject to final review from Counsel.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Proposal from VGlobalTech for Website ADA Compliance was approved, subject to final review from counsel.

SIXTH ORDER OF BUSINESS

Consideration of Conveyance of Phase 4A and 4BC

Ms. Burns noted they heard from the developer that they are ready to be turned over, however when they were working on 4BC they realized 4A had not been previously conveyed. The documentation for both phases were in the agenda package. Mr. Smith presented the 4BC and 4A field inspection reports on issues that needed to be addressed. He noted the most important issue is the sidewalk section and getting it ADA compliant. The Board discussed why the sidewalk did not get built and how to resolve the issue. Mr. Heath suggested getting in touch with Wayne Brackett. Mr. Smith noted they are asking the Board to accept conveyance of tracts, not to declare the project complete. He noted the Engineer stated it is not ready for a complete turnover yet.

On MOTION by Ms. Schwenk seconded by Mr. Rhinehart with all in favor, the Conveyance of Phase 4A and 4BC, subject to Opinion of Title, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Agreement with Polk County Property Appraiser

Ms. Burns noted Polk County requires them to enter into a new contract to collect the assessments on roll each year.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Agreement with the Polk County Property Appraiser, was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk noted they are currently working on the boundary amendment, and they filed the petition with the city. He stated they should hear from the county in March, and then they will move forward with the City.

B. Engineer

There being none, the next item followed.

C. Field Manager’s Report

Mr. Smith presented the Field Manager’s Report, which was included in the agenda package. He noted they are working hard on fixing and repairing the irrigation issue, they found a controller that was down and it was still under warranty.

D. District Manager’s Report

i. Balance Sheet and Income Statement

Ms. Burns noted the speed limit signs are being fabricated, and the target install date is mid-February. She pointed out they have received a lot of towing complaints and issues with new residents. Mr. Heath asked about the specific policy for towing and whether or not residents are notified. Ms. Burns confirmed the residents are not notified prior to being towed. Ms. Burns suggested getting quotes for signage clarifying the towing policy at each phase. Ms. Burns reviewed the financials for the Board and asked for any questions.

ii. Approval of Check Register

Ms. Burns noted that the check register totaled \$89,902.03.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, the Check Register totaling \$89,902.03, was approved.

iii. Ratification of Requisitions #48-51

Ms. Burns noted these had previously been approved and paid by the Trustee, but needed to be ratified by the Board.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, Requisitions #48-#51, were ratified.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Ms. Burns asked for any other comments or requests. There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Heath seconded by Mr. Rhinehart with all in favor the meeting was adjourned at 3:51 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman