

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, March 13, 2019 at 3:35 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
Scott Shapiro	Vice Chairman by phone
Andrew Rhinehart	Assistant Secretary
Lauren Schwenk	Assistant Secretary

Also present were:

Jill Burns	District Manager
Clayton Smith	Field Manager
Roy Van Wyk	District Counsel
Patrick Marone	Developer's Office
Dennis Wood	District Engineer

*The following is a summary of the actions taken at the March 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 3 Supervisors 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 of Office to Scott Shapiro**

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

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the February 13, 2019 Board of Supervisors Meeting**

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

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the minutes of the February 13, 2019 Board of Supervisors meeting, were approved, as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-05 Declaring Phase 4BC Complete**

Ms. Burns stated all the construction funds have been expended from that account with the exception of \$12. She noted that Dennis Wood has signed a certificate declaring Phase 4BC complete.

Mr. Van Wyk noted this resolution does two things. It accepts the Engineer’s Certificate of completion for Phase 4BC. It also finalizes the assessments. He noted that when the Board first imposes special assessments it is based on what the Board estimates the construction costs are going to be. He noted when the project is complete, the Board then finalizes the assessments based on actual costs.

Ms. Burns asked for any questions on Resolution 2019-05, and hearing none asked for a motion to approve.

On MOTION by Mr. Heath seconded by Mr. Rhinehart with all in favor, Resolution 2019-05 Declaring Phase 4BC Complete, was approved.

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.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk noted at the last meeting they accepted the transfer of parcels in 4BC. He received the opinion of title for the transfer of parcels and will make sure staff receives a copy.

**B. Engineer**

Mr. Wood had nothing further to report.

**C. Field Manager's Report**

Mr. Smith presented the Field Manager's Report, which was included in the agenda package. He noted they repaired an irrigation clock and it is now up and running. Speed limit signs throughout the community were replaced with 15mph signs, and they were all replaced except for one. He stated that the irrigation well is still in progress and Brett is working to get that repaired. He noted for now they are using the reclaimed water, so there is still irrigation in the area. Mr. Smith noted he contacted Phillip, the recommended contact mentioned at February's meeting, and he is going to put the meter and lights in. He stated that Lennar has appeared to finish repairing the pond banks and they have graded it.

Mr. Smith reviewed the upcoming projects. He noted they have a budget line item for landscape repairs with about \$56,000 in it. He stated he wanted to start getting quotes for mulch throughout the community, and getting plant replacements for unhealthy or missing plants.

Ms. Burns asked if the Board was comfortable with Clayton scheduling that since the money was already in the line item. The Board agreed Clayton could proceed accordingly.

*Scott Shapiro joined the meeting via phone.*

Mr. Smith stated he would like to get the monuments pressure washed. He noted GMS is in the process of having their own pressure washing crew, and that could cut costs in the future. Mr. Smith asked for any questions on the Field Manager's Report, the Board had no questions.

**D. District Manager's Report**

**i. Balance Sheet and Income Statement**

Ms. Burns noted the balance and income statement is in their package and is for informational purposes only.

**ii. Approval of Check Register**

Ms. Burns noted that the check register totaled \$125,441.16 for the General Fund. She noted the bank drafts totaled \$7,818 and those were for utilities that are on auto pay. The total was \$133,260.10.

On MOTION by Mr. Rhineheart, seconded by Mr. Heath, with all in favor, the check register totaling \$133,260.10, was approved.

**iii. Ratification of Series 2017 Area 6 Requisition #87**

Ms. Burns noted this had previously been approved and funded.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, Series 2017 Area 6 Requisition #87, was ratified.

**iv. Ratification of Series 2017 Area 4BC Requisitions #52-#53**

Ms. Burns noted these had previously been approved and funded.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, Series 2017 Area 4BC Requisitions #52-53, were ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Ms. Burns noted at the meeting they discussed the towing policy in the District and signage. Ms. Burns stated there are signs that say tow away zone, but they don't designate the actual policy. Mr. Smith provided quotes to install signs at the entrance that state the towing policy. Ms. Burns noted they gave a flyer to all the builders that stated what the policy was, and they were going to see if that helped before installing permanent signs that are more expensive.

Mr. Smith noted he received a quote for 12 signs, and it includes the sign and pole but installation would be another \$300. The total would be \$2,738 for the entire install.

The Board agreed they should move forward with permanent towing policy signage for the community.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Towing Policy Signage Quote, was approved.

**EIGHTH 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.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Heath seconded by Mr. Rhinehart with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman