

**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, **September 11, 2019** at 3:34 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Andrew Rhinehart	Assistant Secretary
Lauren Schwenk	Assistant Secretary

Also, present were:

Jill Burns	GMS
Clayton Smith	GMS
Roy Van Wyk	HGS
Patrick Marone	Developer's Office
Dennis Wood <i>via phone</i>	District Engineer
Ashton Bligh <i>via phone</i>	Greenberg Traurig
Milton Andrade	Highland Homes
Residents	

*The following is a summary of the actions taken at the September 11, 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 there were three supervisors in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted there were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the August 14, 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 August 14, 2019 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Minutes of the August 14, 2019 Audit Committee 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 August 14, 2019 Audit Committee Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Construction Services for Phase 7 Infrastructure Improvements**

Ms. Burns noted they set an RFP and the proposals were due a few weeks prior. Mr. Wood presented the bids received. He noted there were four bidders on the project. Mr. Wood noted exhibit 'A' was his ranking that he recommended. He ranked Tucker Paving #1 with a total of 98 points. The Kearney Group was #2 with 94.1 points. QGS was #3 with 92.65 points. JMHC was #4 with 90.1 points. Mr. Wood presented exhibit 'C', the adjusted bid ranking. He noted Tucker's bid was \$3,528,247.19. The Kearney group was second with \$3,587,961.21. QGS was third with \$3,780,940.47. JMHC was fourth with \$3,389,770. He noted Tucker Paving was the lowest bid with the adjustments made. The only difference in the bids was Kearney had import fill as an extra item for \$135,000. Exhibit 'D' showed the ranking in reference to price, schedules, financials, understanding of scope, experience, and personnel. Regarding schedules, Mr. Wood noted Tucker Paving had 180 days and the other bidder had 210 days. For financials, the only company that gave a true financial statement was QGS so Mr. Wood gave them the maximum points allowed for that. He gave the others rankings based on the limits put in the contract. Kearney had \$80 million and the other two had \$45 million. Kearney was awarded 9 points and Tucker 8 for that category. For understanding of scope, Mr. Wood based his rankings

on the price as an understand of scope. All were relatively close because there was not much difference in the prices. For experience, he noted all four bidders were equally experienced. They all received 15 points for that category. Personnel was the same as experience. Mr. Wood noted that Tucker’s location was closer than the rest of the bidder.

Mr. Wood asked for any questions from the board. Mr. Heath asked about Kearney and the \$135,000 in import fill, he asked Mr. Wood if Kearney got that number quickly. Mr. Wood noted that number was an extra in their bid. The other three bidders included it in their bid.

Mr. Wyk asked if the bidders supplied the required information in the bid packages. Mr. Wood answered yes. Mr. Wyk asked if everyone acknowledged addendums that were issued, and Mr. Wood noted he did not check that but he considered all the bids to be responsive bids and all the numbers were close. Mr. Heath asked to review the addendums because that could make a difference. Mr. Wood noted there was one addendum and it was to extend the water line to the south. Mr. Wood clarified Tucker Paving responded to the addendum. Ms. Burns noted they would send out the Notice of Intent to Award tomorrow.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Ranking of Proposals for Construction Services for Phase 7 Infrastructure Improvements with Tucker Paving #1 with 98 points, The Kearney Group #2 with 94.1 points, QGS #3 with 92.65 points, and JMHC #4 with 90.1 points, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-15  
Delegated Award Resolution**

Ms. Bligh noted Resolution 2019-15 was the supplement contemplated when the district adopted the original resolution in 2014. It provides for the district to issue not to exceed of \$25 million in bonds. The new authorized bonds are expected to be validated no later than November 30, 2019. Ms. Bligh explained Sections 4 and 5 to the board, which included the parameters of the bond. Ms. Bligh asked the board for any questions, the board had none.

On MOTION by Mr. Heath seconded by Mr. Rhinehart with all in favor, Resolution 2019-15 Delegated Award Resolution, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-16  
Setting a Public Hearing to Adopt the  
Amended & Restated Rules of Procedure**

Ms. Burns suggested the public hearing date of November 13, 2019 at 3:30 p.m. at their current location. She noted that was their regular November meeting date.

On MOTION by Mr. Heath seconded by Mr. Rhinehart with all in favor, Resolution 2019-16 Setting a Public Hearing to Adopt the Amended & Restated Rules of Procedure for November 13, 2019 at 3:30 p.m., was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of FMS Bonds  
Engagement Letter for Series 2019 Bonds**

Ms. Burns stated this would engage FMS as the underwriter and their G-17 disclosure was attached to the resolution.

On MOTION by Ms. Schwenk seconded by Mr. Rhinehart, with all in favor, the FMS Bonds Engagement Letter for Series 2019 Bonds, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Amendment to Amenity  
Rules to Further Define Renter**

Ms. Burns noted there were changes to be made to the version in the board’s current agenda package. She stated they had issues in several districts, and had come up in Highland Meadows II as well, with people listing their homes on short term rental sites like Airbnb and then leaving their amenity cards for people to use. The change is under ‘Renter’ it currently says proof of valid rental or lease agreement, and they were removing rental. It would now say a valid lease agreement.

Ms. Burns noted this issue was brought to the board’s attention by the HOA. Ms. Bligh and Mr. Heath both questioned how that rule was policed. Ms. Burns noted there was one particular household where it was happening, and a lot of the issues were outside of the CDD that the HOA is dealing with. Ms. Burns explained an instance where the people at that household brought around 30 people to the pool and there was no security and left a big mess. She noted they have had continual issues with that certain household.

On MOTION by Mr. Heath seconded by Mr. Rhinehart, with all in favor, the Amendment to Amenity Rules to Further Define Renter, was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Wyk noted November 7<sup>th</sup> is the validation hearing date.

**B. Engineer**

Mr. Wood pulled Kearney and Tucker Paving bids and he noted neither acknowledged receipt of the addendums. The board discussed the bids and the extension. Mr. Heath suggested that Mr. Wood touch base with Tucker to get a price before they start or make sure it's included. Mr. Wood noted he priced it in the bid, it was included.

**C. Field Manager's Report**

Mr. Smith presented the Field Manager's Report to the board. He noted plant replacement and detailing was completed. Palms were pruned at the pool area and the dead and declining plants were pulled out of the beds there and replaced. The regulatory signs were put in and the stop signs are now in the proper place. Mr. Smith is working on the landscaper with bed detailing, because some beds have gotten out of hand. He noted the sod bed off the pool to the right has rapidly declined. They ruled out issues like fungus, but they think it might be chemicals from the pool. Mr. Heath suggested having the soil tested before replanting grass and Mr. Smith noted that was part of the plan. Mr. Smith provided a proposal for fence repairs for the board to look at. He noted through the property there are fences leaning, specifically the wrought iron fencing around the pool area. The proposal is to go through the whole perimeter and fix or repair leaning fences, missing slats, etc. He noted there's a portion of the vinyl fencing that was clearly broken or hit at some point. Mr. Smith noted the company provided a not to exceed, or what they think would be the highest number to go through and do all the work.

Mr. Heath asked if this was in the budget, and Mr. Smith noted there was some budget in the field contingency for this but it would probably be the final project of the year. Ms. Burns asked if they would rather wait until after hurricane season to do the straightening portion, possibly next fiscal year, but replace the missing vinyl fence. Mr. Heath proposed doing all the work as the CDD had an obligation to fix it.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, A Not to Exceed of \$3,600 for Fence Repairs and Straightening, was approved.

The board discussed the island with multiple types of grass and plantings, and making that area more uniform.

**C. District Manager’s Report**

Ms. Burns stated they got a call the prior evening from the towing company, they sold to another entity. They need to assign that contract. Ms. Burns suggested giving Mr. Heath the authority to sign off on any documentation need in order to transfer the existing contract to the new owner.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, Authority for the Chairman to Sign Required Documentation Relating to the Towing Company Transfer, was approved.

The board discussed mailboxes and if they were bought with CDD funds. Mr. Heath noted they were bought by the builder noted the HOA should be maintaining them. Ms. Burns noted the HOA sent the request to the CDD but she didn’t think it was their responsibility and needed clarification.

**i. Approval of Check Register**

Ms. Burns noted the check register totaled \$64,799.94.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Check Register totaling \$64,799.94, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns asked for questions on the financials, the board had none.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TWELTH ORDER OF BUSINESS**

**Supervisor’s Requests**

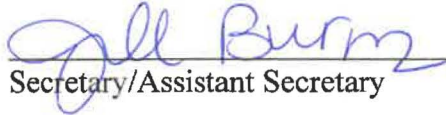
Ms. Burns asked for any other comments or requests. There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

On MOTION by Ms. Schwenk seconded by Mr. Rhinehart, with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman