

**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, **May 13, 2020** at 3:30 p.m. via Zoom Teleconference.

Present and constituting a quorum:

Rennie Heath <i>via Zoom</i>	Chairman
Milton Andrade <i>via Zoom</i>	Assistant Secretary
Andrew Rhinehart <i>via Zoom</i>	Assistant Secretary
Patrick Marone <i>via Zoom</i>	Assistant Secretary

Also, present were:

Jill Burns <i>via Zoom</i>	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	Hopping Green & Sams
Clayton Smith <i>via Zoom</i>	GMS
April Payeur <i>via Zoom</i>	Developer's Office

The following is a summary of the discussions and actions taken at the May 13, 2020 Highland Meadows II Community Development District's Board of Supervisors Meeting.

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

Ms. Burns read an email from Jane Garrin about mail receptacles being power washed and wanted to know if coverings could be put on to protect them. She also noted that kids were spotted on top of the mailboxes.

Kristen and Daniel Anderson asked about agenda item number four and whether there was an internal controls policy, and number five, regarding how much each home would have to

pay with the proposed budget, and if there was any money added for community wants such as the box covering. They asked about item seven, asking for an explanation on the difference between the land owners election and the general election.

THIRD ORDER OF BUSINESS **Approval of Minutes of the January 8, 2020 Board of Supervisors Meetings**

Ms. Burns presented the minutes of the January 8, 2020 Board of Supervisors meetings and asked for any comments, corrections, or additions to the minutes. The board had no changes.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Minutes of the January 8, 2020 Board Meeting, were approved.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2020-06 Adopting an Internal Controls Policy**

Ms. Burns stated that the District is required by statute to establish and maintain an Internal Controls Policy designed to prevent and detect fraud, waste, and abuse. Ms. Burns stated most of the policies attached to the Resolution are already in place. This just formalized them with an adopted policy. Ms. Burns asked for any questions from the Board, the board had none.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Consideration of Resolution 2020-06 Adopting an Internal Controls Policy, was approved.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2020-07 Approving the Proposed Fiscal Year 2021 Budget (suggested date August 18, 2020), Declaring Special Assessments, and Setting the Public Hearings for the Fiscal Year 2021 Budget, and the Imposition of Operations & Maintenance Assessments**

Ms. Burns stated the Imposition of Assessments is for Phase 7 and there wouldn't be any mailed notice to the residents if the Board goes with the budget presented. The budget outlined did not anticipate an increase to residents this year. There were some increases in trustee services for the additional bond issuance for the new bond for Phase 7 and 7A. There was a decrease in engineering and legal advertising. There's an increase to irrigation repairs based on the actual amounts for the current year. They have allocated additional funds for landscape maintenance for

the new phase that should be coming on, Phase 7 and 7A. Security will remain the same which is 40 hours per week during the summer and 10 hours per week for the rest of the year. There was an increase to the swimming pool listed, with the additional usage with more residents, there was some increases to the chemical costs. Ms. Burns stated the pool vendor requested an increase to \$2,000 a month and that is for the pool services and janitorial services. No increase on assessments and all the line items that have projects contemplated are listed. Ms. Burns asked for any questions from the Board.

Mr. Rhinehart asked Ms. Burns to quickly go over the budget adoption process for the residents listening in. Ms. Burns presented the budget process.

Ms. Burns suggested 200 Cypress Gardens Blvd., Winter Haven, FL 33880 Holiday Inn for the budget hearing meeting, at 2:30 p.m., on the third Tuesday, August 18, 2020. Ms. Burns noted the Assessment Hearing for Phase 7 would be on that date as well.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Resolution 2020-07, Declaring Special Assessments, and Setting the Public Hearings for the Fiscal Year 2021 Budget for August 18 at 2:30 p.m. at the Winter Haven Holiday Inn, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2020-08
Resolution Regarding the General
Election**

Ms. Burns presented Resolution 2020-08 regarding the general election. She noted there will be two seats on the general election ballot for the Highland Meadows II Board. One seat will be held at the landowner's election at the Board meeting. Ms. Burns noted the resolution was in the agenda stating seat number 4 and seat number 5 would be held on the county ballot. Ms. Burns noted that anyone that has questions may contact the Supervisor of Elections for additional information.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Resolution 2020-08 Resolution Regarding the General Election, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-09 Designating a Date, Time, and Location for a Landowners' Election and Meeting

Ms. Burns presented Resolution 2020-09 designating November 17th at 2:30 p.m. at the Holiday Inn in Winter Haven. Ms. Burns noted this election would be for seat number 3.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-09, Designating a Date, Time and Location for a Landowners' Election and Meeting on November 17, 2020 at 2:30 p.m., at the Holiday Inn in Winter Haven, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Tucker Paving COs #011 through #013

Ms. Burns noted these have already been approved and need to be ratified.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Tucker Paving COs #011 through #013, were ratified.

NINTH ORDER OF BUSINESS

Ratification of Signature Privacy Walls of FL CO #1 for Summerview Crossing

Ms. Burns stated this has already been approved and needs to be ratified.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Signature Privacy Walls of FL CO #1 for Summerview Crossing, was ratified.

TENTH ORDER OF BUSINESS

Ratification of Platting Contracts for Phases 7 and 7A

Ms. Burns stated these have already been approved by the Chairman and need to be ratified by the Board.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Platting Contracts for Phases 7 and 7A, were ratified.

ELEVENTH ORDER OF BUSINESS

Discussion Regarding Amenity Closures

Ms. Burns stated due to the executive orders in place and concerns with COVID-19 the pool and playgrounds are closed, as well as, Polk County pools. The insurance company has recommended if pools are going to be open to limit bathing load to 25% to 50%, having staff regularly sanitizing high touch areas, regularly cleaning restrooms, and having staff onsite to ensure social distancing. Due to Highland Meadows II not having full time onsite staff, these

procedures would make it difficult to open the facility at this time. Ms. Burns suggested waiting for Phase 2 recommendations due to not having full time staff and opened up discussion to the Board. It was agreed to continue to stay closed under the Phase 1 recommendations.

TWELTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being nothing further from Mr. Van Wyk, the next item followed.

B. Engineer

There being nothing further from Mr. Wood, the next item followed.

C. Field Manager's Report

Mr. Smith presented the field manager's report. Completed items included:

- Sod/Plant Replacement
 - Sod replaced in a large field in Phase 5A
 - Resolved some homeowner complaints
 - Sod at Dog Park Repaired
- Fence Section Moved
 - A fence section that was located on the property of a resident was moved off of their property.
- Damaged Asphalt- Repaired
- Pool Area and Items Maintenance
 - Pressure washed pool area
 - Replaced worn out pool equipment
 - Pressure washed all pool furniture
- Pressure Wash/Clean Entrances
 - Pressure washed and cleaned all the walls and entrances for Phases 2A, 2B, and 3
 - Algae and dirt were removed
- Boarder Fence Repairs
 - Many sections of damaged/fallen border fence were repaired

- Some sections do appear to be due to vandalism
- New Plantings
 - New plantings added to entrance of phase 4A and 4B Patterson Rd entrance
 - Irrigation items increased to assist in plant establishment
 - Complaints resolved
 - More plants to be added in the future

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns asked if there were any questions regarding the check register from December to March for \$1,316,697.55. None were noted.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Check Register totaling \$1,316,697.55, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated the financials were in the packet for the Board’s review, and no action needed to be taken. With no questions, the next item followed.

iii. Ratification of Summary of Series 2019 (Phase 7/7A) Requisitions #11 to #37

Ms. Burns stated Series 2019 (Phase 7/7A) Requisitions #11 through #37 had already been approved by the engineer and the Chairman but needed to be ratified by the board.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Series 2019 (Phase 7/7A) Requisitions #11 through #37, were ratified.

iv. Change in Meeting Location

Ms. Burns suggested the meeting schedule change to the 3rd Tuesday at 2:30 p.m. at the Holiday Inn in Winter Haven, FL, whose address is 200 Cypress Gardens Blvd., Winter Haven, FL 33880.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Change in Meeting Location to the Holiday Inn in Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880, on the 3rd Tuesday of the month, at 2:30 PM, was approved.

v. Presentation of Number of Registered Voters – 1,595

Ms. Burns noted the number of registered voters. This number is over the 650 required to start the process for registered voters.

THIRTEENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Public comment from Gabriela requesting a sign for non-verbal child and a no parking sign for the right side of the street. Kristen requested a parking policy to have no parking signs 30 feet from each corner designated with lines, and mailbox covers.

Mr. Heath noted that lining the road might not be in their legal capabilities and suggested no parking signs instead. Mr. Van Wyk stated that there are marking guidelines issued from the city noting the curb could be painted but not the road. Mr. Van Wyk suggested no parking signs. Ms. Burns noted that Mr. Smith would get signage quotes for that area.

Mr. Heath suggested getting quotes for mailbox coverings to try to fit in next year's budget.

Mr. Heath noted that Mr. Smith would find quotes for Ms. Gabriela to purchase nonverbal/deaf child signage.

FIFTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman