

**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 Tuesday, August 18, 2020 at 2:32 p.m. via Zoom Teleconference, pursuant to Executive Order 20-69, issued by Governor DeSantis, as amended and supplemented.

Present and constituting a quorum:

Milton Andrade  
Andrew Rhinehart  
Patrick Marone

Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also, present were:

Jill Burns  
Roy Van Wyk  
Michelle Rigoni  
Clayton Smith

District Manager, GMS  
Hopping Green & Sams  
Hopping Green & Sams  
GMS

*The following is a summary of the discussions and actions taken at the August 18, 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. The Zoom call was advertised as required by Florida statute.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that this portion of the agenda was for residents who had any comments on agenda items listed. If there were any items that were not on the agenda that residents wanted to discuss, it should occur at the public comment section at the end. She added that there would be

a Public Hearing on the budget as well, so if there were any comments regarding that matter they should take place during that time. Ms. Burns added if residents had any questions, they could use the Zoom “raise hand” feature, signifying that they had a question for the Board. Ms. Burns paused to see if there were any comments, and hearing none, the next item was followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the June 16, 2020 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the June 16<sup>th</sup>, 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. Rhinehart, seconded by Mr. Marone, with all in favor, the Minutes of the June 16, 2020 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the Fiscal Year 2021 Budget**

Ms. Burns stated that the Fiscal Year starts October 1<sup>st</sup> and runs through September 30<sup>th</sup>, 2021. She noted that the public hearing was advertised in the paper.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2020-10 Adoption of the District’s Fiscal Year 2021 Budget and Appropriating Funds**

Ms. Burns stated that the budget was attached as Exhibit ‘A’, and they were not contemplating an increase to the assessments for the year. She then asked for resident comments, adding that they had 3 minutes to make comments. Hearing no comments, the next item followed.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, Closing the Public Hearing, was approved.

Ms. Burns stated that changes were made to a couple of the line items. The Landscape Maintenance Budget allows for the current contract and also adding Phase 7. She noted that they anticipated it would be turned over soon. She added that additional funds were allocated under

Landscape Replacement such as palm tree pruning, replacement of plants at the amenities, and sod replacement in order to enhance looks and entry features. Ms. Burns noted that the fertilization line item amount was reduced, and that the street light line item included the addition of Phase 7. Under pool expenses, Ms. Burns stated that the contingency was increased with COVID and such regulations as they have needed more security and increased cleaning measures, and also added the point that they do not know how long this will go on. She noted that daily cleaning was added for the entire Fiscal Year 2021, per CDC guidelines, totaling \$17,400. Because of the unknown factors, she stated that they thought it would be best to continue that through the next year.

Ms. Burns stated that most other line items were the same, such as the same O&M Assessment per household. She asked if there were any questions.

Mr. Marone asked if because of the increase in the Landscape budget, if the District was anticipating that a lot had to be done. Ms. Burns responded that yes they were, and that Clayton Smith had proposals to take care of the issues in the current fiscal year that he would be presenting later in the meeting. Ms. Burns also noted that they had requested some items from CAS and did not receive the quote, therefore the items had not been taken care of yet, and that was why Mr. Smith got an answer from Yellowstone instead.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-10 Adoption of the District's Fiscal Year 2021 Budget and Appropriating Funds, was approved.

**ii. Consideration of Resolution 2020-11 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns stated that this resolution would adopt the assessment approval sent to Polk County to collect assessments for the upcoming year, incorporating the per lot assessment of \$626 for Operations and Maintenance based on the budget as well as the debt assessment. She asked for a motion to approve the resolution.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, Resolution 2020-11 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments (Phase 7/7A)**

Ms. Burns stated that this area was previously direct billed, so this was the first time that an O&M Assessment would occur on Phase 7. She added a public hearing was advertised for this portion.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2020-12 Imposing Special Assessments for Phase 7/7A**

Ms. Burns opened the floor for any audience comments on the current resolution, adding that the amounts would be the same as the rest of the community. However, because they were being levied the first time, they would have to go through a separate public hearing. She asked if any residents had questions.

Ms. Rigoni asked for clarification that because they were being levied for the first time that they would be able to be collected on the county tax roll, to which Ms. Burns answered yes. Ms. Burns asked for a motion to close the public hearing

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, Closing the Public Hearing, was approved.

The Board had no questions on Resolution 2020-12.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-12 Imposing Special Assessments for Phase 7/7A, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-13  
Designation of Regular Monthly Meeting  
Date, Time, and Location for Fiscal Year  
2021**

Ms. Burns stated the schedule in the package contemplated leaving the current schedule the same, which consisted of the 3<sup>rd</sup> Tuesday of every month at 2:30 p.m. She noted that the

location would be at the Holiday Inn once in person meetings resumed, but that they would stay on Zoom until the Executive order from the Governor was lifted.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, the Resolution 2020-13 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2021, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Rigoni stated that the latest executive order issued by the governor was further extended until October 1<sup>st</sup>, therefore they would continue to meet on Zoom.

**B. Engineer**

The engineer was not attending, so the next item followed.

**C. Field Manager's Report**

**i. Consideration of Proposal from Heritage Service Solutions, LLC for Fencer Repair Due to Washout**

Mr. Smith stated he had several proposals that he would be reporting to the Board. He noted that he had the requested that the insurance company come out and do a walk of the property to point out any suggestions or recommendations that they had. They sent him a list, and the vast majority of items on the list that were reasonable and quick, were chosen to be done. The playground was cleaned up as well, such as pressure-washing underneath the benches and the playground itself, and the replacement of rusty swings. Mr. Smith added that there was a lot of sign maintenance that was accomplished per resident complaints about signs being obstructed or leaning. He also discussed the proposal for mail box covers, stating that he did a walkthrough with the contractor who then gave him an estimate of an average to do each mailbox, totaling \$183,000. He cautioned that the amount could get higher as well based off of other permitting costs, and everything would have to go through the city of Davenport to make sure that overhangs were allowed. Mr. Smith noted that he did not think it would be feasible, but that he at least wanted to bring it to the Board. He added that he could get more quotes but wanted to make sure the Board

wanted to go through with the process. The \$183,000 included structure and power, but did not include running water.

Ms. Burns added that this was a resident request to add structures over the mailboxes through the community and the Board had asked Clayton to look into it. She noted that there were not currently any funds in the budget for the current or upcoming fiscal year allocated to take on such a massive project, but the Board could look at possibly doing that in the future. She also pointed out that the mailboxes are owned and maintained by the HOA but they are on CDD property.

Ms. Rigoni added that they were different opinion among the Bond and Tax Counsels on whether that is an appropriate CDD cost, and she would have to do further research.

Mr. Smith pointed out that he did get proposal for painting or cleaning of the mailboxes, but that if they were the responsibility of the HOA, he could pass proposals on to them. He added that the contractor noted that the mailboxes would just need a cleaning like pressure washing. He also stated that the overhang costs could very well end up in the \$200,000 range.

Mr. Smith stated that the fence section repair proposal was part of a CDD fence on a hill that is behind homes along a pond. The bottom portion has eroded out and needs to be repaired, costing around \$8,450. The repair would consist of resetting the fence, grading it out, and re-sodding the area.

Mr. Marone asked how they could prevent it from happening again, and Mr. Smith responded that the re-sodding would go all the way to the top of the hill and behind the fence, making sure it's all level with a thick layer of sod. Mr. Marone asked if the \$8,450 was the total for repair work, and Mr. Smith responded yes. He added that it is about 25 panels long, and that he could send over more pictures if needed for consideration.

Mr. Marone asked if it included the grading and the sodding as well, to which Mr. Smith answered that it covers the grading but not the sod. Ms. Burns asked if the Board could approve the grading and fence repair work, and then do a separate approval for the sod after Mr. Smith received a quote from the landscaper to do the sod.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Proposal from Heritage Service Solutions, LLC for Fence Repair Due to Washout and Authorization for Mr. Smith to get a Quote from the Landscaper for Sod, was approved.

Mr. Smith stated that another resident concern had been about visibility issues when turning corners. He provided a map of his review of the community for the areas of concern, and explained that some of the roads where the odd side is on the side of the turn, there is a potential for cars to park and block the view at the stop sign. He explained that all of the areas were marked on the map, and that the yellow areas were places he had never seen someone park before, but that he highlighted it for a potential blockage of view, especially during the afternoons and evenings. He pointed out that the speed limit was 15 MPH, so it wasn't an extremely dangerous location. He also added that if they did void the parking in these areas, he wasn't sure where these residents could park. He stated that the solution, if the Board chose to approve, would be to tell the residents they could not park there. They would "yellow" the areas, and contact the towing company to notify them of the new prohibited spots.

Ms. Burns asked if the Board had a desire to pursue the parking restrictions, or if they wanted to continue to monitor it. Mr. Smith also pointed out that if some spots were voided, there was a chance that all would have to be voided because the same potential visibility issues existed at all of them.

Mr. Marone suggested leaving it in its current condition and they would continue to monitor the areas, and if it became an issue that needed to be addressed they would do so. Mr. Rhinehart agreed that they should monitor the situation, and Mr. Smith added that some of the worst areas were in the Nighthawk area, but he noted that they all have the possibility of causing an issue. Ms. Burns clarified that the Board would hold off on the decision and continue to monitor the area.

**ii. Consideration of Proposal from Yellowstone Landscaping for Installation of Sod**

Mr. Smith stated that some of the other quotes he had were under Landscape Improvements, including sodding areas in the 4B Area that have become difficult to mow. He also had two other quotes that did not make it into the packets because they came in after the agenda went out. The total came out to \$17,800, consisting of all three spots in the 4B Area that will need sod. Ms. Burn pointed out that the quote said that it was 4 tracts in Phase 4B.

Mr. Marone asked if this was part of the \$55,000 for the additional expenses coming in, and Mr. Smith answered that it was not these lots specifically, but that a lot of the quotes he presented had been ones that he was trying to accomplish for a while. However, because it took a

long time for the landscaper to get those quotes back to him, he wanted to push to get them done now. He also added that there was an area that residents wanted sodded, but that it would be better for next budget season.

Marone also asked if the \$17,854 was just one or all, and Mr. Smith and Ms. Burns explained that two other quotes had just come in that day. Mr. Smith explained that one was for trimming all of the palm trees around the pool, as well as removing one that died, and there was another for filling out the plants around the pool area and fences lines.

Ms. Burns asked if the Board wanted to consider the ones already included in the package for 4B before proceeding. Mr. Marone asked if the price seemed reasonable to Mr. Smith based on previous experience, to which Mr. Smith responded yes. He added that the quote was from the landscaper that is already at the District, so the sod would be warranted as well.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, the Yellowstone Landscaping for Installation of Sod, totaling \$17,894.93 for Phase 4B, was approved.

Mr. Smith went on to explain the palm tree pruning quote, stating that it would be all of the trees around the pool, and added that it needs to be done at least once a year, if not twice, and that totaled out to be \$1,374. He pointed out it would include removing seed pods. He also stated that a lot of the area around the pond had a lot of need for a fill-in, including replacement and removal. He explained the last quote for the 4 B/C entrance at Patterson as well as at the other entrance, where there was a lot of need for plant replacement to fill in and make a simple and easy to maintain design. Ms. Burns added that the quote was \$6,105.25.

Mr. Andrade asked if this would be an annual item, or just a one-time process. Mr. Smith clarified it was only a one time cost.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, Additional Proposals from Yellowstone, were approved

Mr. Marone asked for clarification that the palm tree maintenance that they voted on was only a one-time occurrence for the time being, to which Mr. Smith answered yes, and that they could reach out to Yellowstone as needed.



Mr. Smith added that they also had resident complaints about some of the sidewalks, and they went ahead and did a sidewalk review and put together a proposal to fix the issues found, including 35 identified locations as well as some small sectional and caulking replacements as well.

Ms. Burns added that the total for that was \$2,950, and clarified that there was \$6,000 in the budget for sidewalk repairs that they had not used during the current year.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, the Proposal for Sidewalk Repair Proposal, was approved.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns stated the check register was from May 1<sup>st</sup> to June 30<sup>th</sup>, totaling \$95,231.70. She asked if there were any questions regarding the check register through the month of June. The Board had no questions.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, the Check Register from May 1<sup>st</sup> to June 30<sup>th</sup>, totaling \$95,231.70, 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.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

August 18, 2020

Highland Meadows II CDD

**NINTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman