

**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, **November 13, 2019** at 3:45 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Joel Adams	Vice Chairman
Andrew Rhinehart	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	HGS
Dennis Wood <i>via phone</i>	District Engineer
Patrick Marone	Developer's Office

The following is a summary of the actions taken at the November 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 there were three supervisors in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns asked for public comments on the agenda items. A resident addressed the issue of parking and stated that many of their neighbors are having a problem with the parking on the odd side because it is blocking their yards. The resident stated that the tow truck driver is speeding through the neighborhood as well. Ms. Burns responded that herself and staff cannot give speed traffic tickets, but she would contact the tow truck driver and their company and ask that they slow down in the community. Ms. Burns noted that the CDD board only tows out of the

streets that they own, if someone is parked on the grass it is an HOA violation. The resident asked to speak with Joel Adams after the meeting concluded about non agenda related items. Ms. Burns reminded residents that the policy before the odd side parking rule was that there was no parking allowed at any time.

The resident asked if the board could get signs that designate that the odd side of the street is for parking only. Ms. Burns noted that there is a sign at every entrance of the community that states what the rule is. Ms. Burns stated that they mailed notices to everyone in the community, there are signs posted, and the rules are posted at the amenities center and on the website.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Lauren Schwenk

Ms. Burns asked for approval of acceptance of the resignation from Lauren Schwenk (Seat 5) with a term that is up in 2020; she resigned a few weeks prior to the meeting. Ms. Burns stated that she also received a resignation from Scott Shapiro (Seat 2) with a seat that is up in 2022 that would need to be accepted as well.

On MOTION by Mr. Adams, seconded by Mr. Rhinehart, with all in favor, the Acceptance of Resignation from Lauren Schwenk (Seat 5), was approved.

On MOTION by Mr. Heath, seconded by Mr. Adams, with all in favor, the Acceptance of Resignation from Scott Shapiro (Seat 2), was approved.

B. Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2020

Ms. Burns noted there were two vacancies on the board. The first vacancy to fill would be seat 5. Mr. Heath suggested appointing Patrick Marone to seat 5.

On MOTION by Mr. Heath, seconded by Mr. Adams, with all in favor, the Appointment of Patrick Marone to Fulfill the Board Vacancy of Seat #5 with a Term Ending November 2020, was approved.

Ms. Burns swore in Mr. Marone. Ms. Burns asked for any nominations for seat 2 which is up in 2022. Mr. Adams nominated Milton Andrade for the vacant seat. Ms. Burns stated that Mr. Andrade would be sworn in at the next meeting.

On MOTION by Mr. Adams, seconded by Mr. Heath, with all in favor, the Appointment of Milton Andrade to Fulfill the Board Vacancy of Seat #2 with a Term Ending November 2022, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns administered the oath of office to Mr. Marone.

D. Consideration of Resolution 2020-01 Electing Vice Chairperson

Ms. Burns asked for nominations for Vice Chairperson. Mr. Adams volunteered to serve as Vice Chairman.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 11, 2019 Board of Supervisors Meeting

Ms. Burns asked for questions, comments, or corrections to the September 11, 2019 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 September 11, 2019 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Landscape Maintenance Services

- A. Creative Association Services**
- B. Down to Earth Landscape & Irrigation**
- C. Yellowstone Landscape**

Ms. Burns presented the 3 proposals. CAS proposal amount was \$183,000 for maintenance. DTE’s total for maintenance, fertilization, and pest control was \$247,800. Yellowstone’s total was \$220,000 for fertilization and landscape maintenance.

Ms. Burns noted that if the board were to select CAS with the low bid for pest control, their total for maintenance without an outside provider doing pest control, would be \$212,705. The lowest bid would be CAS, Yellowstone next, and DTE the highest priced.

SIXTH ORDER OF BUSINESS

**Review of Proposals for Landscaping
Fertilization and Pest Control**

- A. Florida’s Eden, Inc.**
- B. TruGreen Commercial for Landscape Pest Control**
- C. TriCounty Lawn for Landscape Pest Maintenance**

Ms. Burns presented the three pest control proposals and noted that all three companies had the same scope of work and fertilization schedule. Ms. Burns noted that Florida’s Eden, Inc. proposal totaled \$30,000. TruGreen totaled \$29,705. TriCounty Lawn totaled \$39,600.

On MOTION by Mr. Rhinehart, seconded by Mr. Adams, with all in favor, the Proposal from Creative Association Services for Maintenance Services totaling \$183,000, and the Proposal from TruGreen Commercial for Landscape Pest Control and Fertilization, totaling \$29,705, was approved.

Ms. Burns noted she would send Mr. Wyk the proposals so he could draft the agreements.

SEVENTH ORDER OF BUSINESS

**Discussion Regarding Street Parking and
Towing of Vendor Vehicles (Requested by
Supervisor Rhinehart)**

Mr. Rhinehart stated that a few vendors reached out to him and said that their employees’ cars were being towed during the process of construction. Mr. Rhinehart noted they needed to figure out how to protect the builder’s vendors while they are working during the day. Ms. Burns noted the Parking Policy currently in place does not differentiate vendor vehicles. The board discussed the option of giving vendors decals to avoid towing. The board decided to issue 10 vendor passes per builder that would exclude them from parking on one side of the road during daylight hours during construction activity.

On MOTION by Mr. Adams, seconded by Mr. Rhinehart, with all in favor, Authorization of 10 Vendor Decals for each Builder, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Towing Reimbursement

Ms. Burns noted that a resident had a commercial vehicle towed off the street and it was parked correctly. After reviewing the rules, Ms. Burns and Mr. Wyk understood why the company towed the vehicle but they believed the CDD should reimburse the resident for their

towing expenses. Ms. Burns noted they were in the process of revising the rules to correct that issue.

On MOTION by Mr. Adams, seconded by Mr. Rhinehart, with all in favor, the Towing Reimbursement totaling \$220, was approved.

NINTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of the Amended and Restated Rules of Procedure

i. Consideration of Resolution 2020-02 Adopting the Amended and Restated Rules of Procedure

Ms. Burns noted the public hearing was advertised at least 30 days prior to the hearing.

On MOTION by Mr. Rhinehart, seconded by Mr. Adams, with all in favor, Opening the Public Hearing on the Adoption of the Amended and Restated Rules of Procedure, was approved.

Ms. Burns asked for any comments on the Rules of Procedure, she noted they had not changed since the last time they had seen them. The board had no comments or changes.

On MOTION by Mr. Rhinehart, seconded by Mr. Adams, with all in favor, Closing the Public Hearing on the Adoption of the Amended and Restated Rules of Procedure, was approved.

On MOTION by Mr. Adams, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-02 Adopting the Amended and Restated Rules of Procedure, was approved.

TENTH ORDER OF BUSINESS

Selecting an Auditor

Ms. Burns stated that the Audit Selection Committee met prior to the board meeting and ranked Berger Toombs first.

On MOTION by Mr. Adams, seconded by Mr. Rhinehart, with all in favor, Acceptance of the Auditor Selection Committee Ranking of Berger Toombs #1, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Wyk had nothing further to report.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

Ms. Burns presented the field manager's report. Completed items included:

- Amenity Area Detailing
 - Plant removal and replacement of pool area beds
 - Beds mulched
 - Palms trimmed and debris removed
- Replacement/Mulching
 - Replacement of missing and/or unhealthy plants in beds in common areas in 2A, 2B, 3A, 4A, and amenity areas
 - Mulching of approved areas in 2A, 2B, 3A, and 4A has been completed
- Bed Detailing
 - Landscape Contractor went through entrance bed and completed detailing of those areas
 - Landscape Contractor working to keep areas detailed
- Extensive Irrigation Repairs
 - Full inventory and inspection of the irrigation system carried out
 - Many problems were corrected and repaired, repairs are still ongoing
- Fencing Repairs
 - Repair of leaning and bent fencing
 - Repair of broken vinyl fencing section
 - Putting back up and securing of any fallen vinyl fencing sections

The in-progress items on the field managers reports included:

- Sod Replacement
 - Sod in front of pool area has declined rapidly, possibly a chemical problem
 - Replacement will be necessary after fungicide treatment
- Signage
 - Replace missing street signs
 - Straightening and moving various signs around property

The field manager’s report upcoming projects included:

- Entrance Monuments
 - Pressure washing and repairing entrance monuments
- Sidewalk Repairs
 - Full sidewalk assessments of community
 - Repairs of damaged sidewalk damaged by builder recently

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register and asked for any questions. The board had none.

On MOTION by Mr. Rhinehart, seconded by Mr. Adams, with all in favor, the Check Register was approved.

ii. Balance Sheet and Income Statement

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

TWELTH ORDER OF BUSINESS

Other Business

Ms. Burns stated that the Fence Licensing Agreements that were sent to residents in attendance of a prior meeting had not been returned. Ms. Burns stated that the Phase 3B HOA would like to put holiday decorations up at the entry, and that is CDD property. The board gave

authority to the HOA to put up holiday decorations with the stipulation that the HOA takes them down in a timely fashion.

THIRTEENTH ORDER OF BUSINESS Supervisor's Requests

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

FOURTEENTH ORDER OF BUSINESS Adjournment

The meeting was adjourned.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman