

**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, **March 16, 2021** at 2:30 p.m. at the Holiday Inn, 200 Cypress Gardens Blvd., Winter Haven, FL.

Present and constituting a quorum:

Rennie Heath	Chairman
Christopher Lopez	Vice Chairman
Brian Walsh	Assistant Secretary
Kristen Anderson	Assistant Secretary
Milton Andrade <i>by phone</i>	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	Hopping Green & Sams
Clayton Smith	GMS

The following is a summary of the discussions and actions taken at the March 16, 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 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 of the meeting. Hearing none, the next item was followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the February 16, 2021 Board of Supervisors Meeting

Ms. Burns presented the minutes of the February 16, 2020 Board of Supervisors meeting and asked for any comments, corrections, or additions to the minutes. The Board had no changes to the minutes.

On MOTION by Mr. Walsh, seconded by Ms. Anderson, with all in favor, the Minutes of the February 16, 2020 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Resignation of Community Watch Solutions and Discussion Regarding Engaging Off Duty Officers Beginning Week of April 19th

Ms. Burns commented that she had heard from community watch that with the limited number of hours, it was hard for them to staff the facility and therefore were not able to provide services at that hourly rate. She noted that the term of the contract was 60 days, ending April 18th, and she asked the Board if they wanted to start engaging off duty officers in replacement of the previous service starting April 19th. She pointed out that they did have enough in the budget to accommodate the \$25 an hour rate with 10 hours a week during the off season and 40 hours a week during the peak season. She asked for a motion to approve.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, the Resignation of Community Watch Solutions and Approval of Off Duty Officers Beginning Week of April 19th, was approved.

FIFTH ORDER OF BUSINESS

Discussion Regarding Change of Janitorial Schedule to Include One Weekend Cleaning

Ms. Burns reported that Mr. Smith had reached out to the vendor to ask what the price would be if they kept with 3 days but changed one of the Fridays in the cleaning schedule to a Saturday in order to keep up with the high traffic of use during the weekend. She noted that increased the price by \$30 a month, and that the cleaning company included a proposal for 3 days a week with a weekend, as well as 4 and 7 days a week. She noted that 3 days a week with a weekend day would be sufficient based on current use. She asked for a motion to approve.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, Changing Janitorial Schedule to Include One Weekend Cleaning, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Request from Phase 4B HOA to Install Message Board

Ms. Burns stated that the Phase 4B HOA proposed that they would pay for the message board and the installation of the board itself next to the mailboxes in their phase, noting there was no cost to the District but that it was District property. They were therefore asking for approval for installation and Ms. Burns asked Mr. Van Wyk to put together a signage agreement to give to the HOA.

Ms. Anderson asked if other HOAs would be able to do the same, and the Board discussed that they could and that the CDD should set parameters as well as color, location, etc.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Request from Phase 4B HOA to Install Message Board, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals for Landscaping Items in Tract A (Phase 3)

Mr. Smith stated that there was a field in Tract A that had not been sodded and that there had been requests to make the area more usable and presentable for the community. He noted that the first proposal was for sodding the area with Bahia, totaling \$11,600 with the area being 11,466 square feet. The other option presented included seeding the area for \$4,000, but Mr. Smith noted that the area did not have a consistent water source, therefore he recommended the sod option. He also noted that there was \$50,000 left in the landscape line item for various landscape improvements and enhancements. He then presented the Top Choice application for pest control for \$450 that would go on after the sodding. The Board agreed to approve the sodding and the Top Choice application. Ms. Burns asked for a motion to approve. Mr. Smith added that due to rain in April, it may be better to do it in May.

On MOTION by Mr. Heath, seconded by Mr. Lopez, the Proposal for Landscaping Items in Tract A (Phase 3) and Approval of Installation of Bahia sod and ant treatment, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further for the Board.

B. Engineer

The engineer was not present, the next item followed.

C. Field Manager's Report

Mr. Smith summarized the Field Manager's Report for the Board. Completed items included regular maintenance, the grinding of the cement around the posts in the playground, resetting of the soccer net, movement of signs, maintenance of streetlights, and the fixing of one of the entry monuments. He also noted that items that were in progress included ordering "watch for children" signs and adding 20-40 yards of mulch to the playground. Mr. Smith noted that the median end cap landscaping looked nice and therefore they wanted to spread them to all of the other phases. He also noted there was one issue they were dealing with after a lightning strike affected the building by knocking out the modems and the gate system, which had been fixed, but they could not turn the gate system back on at the moment due to the system being fried. He added that they were looking at adding a remote system for card access for the residents. He also noted that upcoming items included pressure-washing the deck at the Amenity Center and replacing some of the cabana covers.

i. Consideration of Proposals for Median Endcap Landscaping Enhancements

Mr. Smith presented the proposal for entry enhancements that would include perennial flower beds to beautify the medians that had room in 5 entries of different phases. He asked for a motion to approve the total of \$3,358.53.

On MOTION by Mr. Heath, seconded by Ms. Anderson, with all in favor, the Proposal for Median Endcap Landscaping Enhancements, was approved.

Ms. Anderson pointed out the concern over some nonexistent roads that exist within the District, such as Dunlap and Sparrow Crest but do not exist on any map. Mr. Heath responded that the property appraiser would have to address that due to the fact that the areas were platted with the streets on there.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns stated the check register was for January 1st through March 9th and was included in the agenda package totaling \$1,326,825.47.

On MOTION by Mr. Heath, seconded by Mr. Lopez, with all in favor, the Check Register from January 1st through March 9th totaling \$1,326,825.47, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated that the financials were in the packet for the Board’s review adding that they were getting close to 100% collected, being at \$849,000 of the \$860,000 for the O&M. There was no action needed to be taken. With no questions, the next item followed.

iii. Ratification of Series 2019 Phase 7/7A Requisition #64

Ms. Burns stated this has previously been approved and she was just looking for a motion to ratify.

On MOTION by Mr. Walsh, seconded by Mr. Heath, with all in favor, the Series 2019 Phase 7/7A requisition #64, was ratified.

NINTH ORDER OF BUSINESS

Supervisor Requests/Audience Comments

Supervisor Comments:

Ms. Anderson asked if there could be a crosswalk added at 10th and Patterson so that residents could get to the Amenity area easier.

Ms. Burns noted that she would request one through the city office.

March 16, 2021

Highland Meadows II CDD

TENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman