

**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, **July 20, 2021** at 2:40 p.m. at the Holiday Inn, 200 Cypress Gardens Blvd., Winter Haven, FL.

Present and constituting a quorum:

Rennie Heath  
Christopher Lopez  
Kristen Anderson

Chairman  
Vice Chairman  
Assistant Secretary

Also, present were:

Jill Burns  
Roy Van Wyk  
Clayton Smith  
Marshall Tindall

District Manager, GMS  
KE Law Group  
GMS  
GMS

*The following is a summary of the discussions and actions taken at the July 20, 2021 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.

Resident commented about playground equipment.

Resident commented on signage.

Resident commented about landscape and bulletin board.

Ms. Burns stated that an email had been received from the current attorney and that Mr. Van Wyk had left Hopping Green & Sams. A notice letter was received from HGS about his new firm, KE Law. The District has a couple of options: to remain with HGS, or stay with Roy Van Wyk at the new firm. She noted that Mr. Van Wyk could not participate in the meeting until the Board made that decision. She added that the fees would be the same as the current contract.

On MOTION by Mr. Heath, seconded by Ms. Anderson, with all in favor, Mr. Van Wyk and New Firm, KE Law Group, was approved.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the May 18, 2021 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the May 18, 2021 Board of Supervisors meeting and asked for any comments, corrections, or additions to the minutes. The Board had a couple of changes sent by Ms. Anderson that Ms. Burns had made into a revised version for approval.

On MOTION by Mr. Heath, seconded by Ms. Anderson, with all in favor, the Minutes of the May 18, 2021 Board of Supervisors Meeting, as amended by Ms. Anderson, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-07 Revising Parking Policy to Add Phase 7/7A**

Ms. Burns commented this parking policy was adopted several years ago before the area was a part of the community and there were no homes. This would not change the existing parking policy except it adds the same policy to Phase 7 and 7A. Signage would be posted and mailed notices would be sent to new phase.

On MOTION by Ms. Anderson, seconded by Mr. Heath, Resolution 2021-07 Revising Parking Policy to Add Phase 7/7A, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Request from Phase 3B Phase 4B HOA to Install Landscaping Around Community Boards**

Ms. Burns stated two HOAs paid to have message boards installed and the Board approved those to be completed on CDD property. A request has been received to add some landscaping

around the community boards. The quotes are provided, and the funds are being paid by the HOA. Discussion ensued if the CDD wants to maintain future maintenance and irrigation issues. The Board ask for Clayton to get some quotes on future costs. Ms. Burns recommended the Board have a clause about liability. Ms. Anderson commented about the Phase 3 on the map is missing the red line and Ms. Burns will have them revise to correct. After discussion the Board decision was to approve with the note the CDD isn't liable to replace or maintain anything installed.

On MOTION by Mr. Heath, seconded by Ms. Anderson, with all in favor, the Request from Phase 3B and 4B HOAs to Install Landscaping Around the Community Boards, was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion Regarding Replacing the Pool Lounge Chairs**

Ms. Anderson stated that the lounge chairs are looking bad, and some comments have been made about replacing with newer updated ones. Ms. Burns added information about funds and scope of use in budget. The Board discussed the types of lounge chairs for replacement. They requested Mr. Smith get quotes for a future meeting.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2020 Audit Report**

Ms. Burns directed the Board to look at page 34 for the summary of this audit report. She added this is a clean audit and there were no findings. The report has been submitted to the state.

On MOTION by Mr. Heath, seconded by Ms. Anderson, with all in favor, the Fiscal Year 2020 Audit Report, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk ask that the Board authorize the Chairman to enter into an agreement with his new firm under the same terms and conditions that are currently in place. He further commented they are working on the sidewalk issue. They have discovered that all neighborhoods are not the same in that some have sidewalks on the property lines, and some have sidewalks on the right of way. Clayton has worked with them to run through

the plats to see where we are, and this is still in process. They have come to conclusion that the street trees would be responsibility of the District to maintain.

On MOTION by Ms. Anderson, seconded by Mr. Lopez with all in favor, Authorization for the Chairman to Execute the Agreement with the New Firm, KE Law Group, was approved.

**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 include mulching, pressure washing the picnic areas and amenity areas, soccer nets fixed, and cleaned up filter area. He added the key card system is up and running, after a lightning strike, and the issue will not happen again. He noted there is signage on mailboxes. Emails are corrected. He added that the clock at the amenity center was replaced. No smoking signs are replaced. Annual back flows inspections are completed. Landscaping is receiving good feedback with the new landscaper. Bike racks are installed.

He discussed a pool leak inspection and potential repair and a vendor not complying with E-Verify. He will get in writing that it will be no cost to the District if there is no leak after inspection. The chair lift needs repair and he is getting pricing on this project.

**i. Consideration of Proposal to Replace Sable Palm**

Mr. Smith noted there are two dead palms at the pool and reviewed the proposal and quotes at \$700 which will include the removal of old ones.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Proposal to Replace the Sable Palm, was approved.

**ii. Consideration of Proposal for Sod Installation in Roundabouts**

Mr. Smith reviewed the proposal for general sod areas. He noted the roundabouts that needed new sod. Irrigation was discussed and ensuring establishment of the new sod. Ms. Anderson brought up retention pond banks.

On MOTION by Ms. Anderson, seconded by Mr. Heath, with all in favor, the Proposal for Sod Installation in Roundabouts, was approved.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns stated the check register was in the Board package and asked for approval.

On MOTION by Mr. Heath, seconded by Ms. Anderson, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated that 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. Update Regarding Question About Changing Traffic Pattern to One Way Roads**

Ms. Burns stated a resident questioned the change of traffic pattern and Ms. Burns reported this could be done with a traffic plan that would need approval. She noted the engineer would develop the traffic plan. She stated that if the Board wanted to pursue this topic there were a lot of things to consider. Discussion ensued about doing this and potential resident kickback. Ms. Anderson ask about doing a survey for resident input. Ms. Burns noted this request from one resident. Mr. Smith added the engineer fees could be very expensive. After discussion , the Board decided to table for future.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests/Audience Comments**

**Supervisor Comments:**

Ms. Burns presented a photo she had received of Tract A in Phase 3. A resident had planted trees on CDD common area. She asked for direction from the Board on how to proceed either by removal or sending a letter. After Board discussion, they will send a letter, as this is not allowed but they will not remove the trees.

Ms. Anderson brought up signage change and Ms. Burns noted it is being covered in the sidewalk project and will be reported at the meeting next month.

**Audience Comments:**

A resident commented on irrigation on Patterson street, concerned about the empty pavement space and space where water meter goes. Mr. Smith commentated they were working on that issue. The resident also commented on retention ponds. Mr. Smith replied these were dry pond basins.

A resident commented on the budget for roads/gates and security.

A resident commented on stop signs on corners and having landscaper trim around trees. Also commented on the roadway issue.

A resident commented on center isle and lighting.

A resident commented on "child at play" signage for Phase 7. They also commented on Playground equipment shade being needed. She also commented on the parking issue.

The Board discussed sending a survey regarding the roadway issue.

Another resident commented on the installation of shades on slides.

**TENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman