

**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, **September 21, 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
Kristen Anderson	Assistant Secretary
Brian Walsh <i>by phone</i>	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Marshall Tindall	GMS
Clayton Smith	GMS
Residents	

*The following is a summary of the discussions and actions taken at the September 21, 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. There were no members of the public on Zoom. There were no public comments.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 17,  
2021 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the August 17, 2021 Board of Supervisors meeting and asked for any comments, corrections, or additions to the minutes. Ms. Anderson had submitted corrections/additions that were added.

On MOTION by Mr. Heath, seconded by Ms. Anderson, with all in favor, the Minutes of the August 17, 2021 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-12 Adopting an Amended Rule Relating to Related to Overnight Commercial Vehicles and Trailers**

Ms. Burns noted that there was discussion about this rule at a prior meeting that the existing rule included no overnight parking for commercial vehicles but did not designate a time, so they discussed adding 10:00 pm to 6:00 am. The list of commercial vehicles also left out trailers which was added. The only other change had a provision for “abandoned vehicles” to add a two-week time period of a car that had not been moved. There being no questions or Board additions, Ms. Burns asked for a motion of approval.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, Consideration of Resolution 2021-12 Adopting an Amended Rule Relating to Overnight Commercial Vehicles and Trailers, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-13 Waiving a Portion of the Rules of Procedure Regarding Notice of District Meeting**

Mr. Van Wyk summarized for the Board that the current rules and procedures require an individual publication of each meeting seven days in advance and now that everything is posted electronically, he believes it would be sufficient to rely on the annual meeting posting with weekly reminders on the website and cancel doing the weekly newspaper advertisements saving the District money.

On MOTION by Ms. Anderson, seconded by Mr. Heath, with all in favor, Resolution 2021-13 Waving a Portion of the Rules of Procedure Regarding Notice of District Meeting, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Quote for Reserve Study (Examples Included)**

Ms. Burns reported that this is consideration of a quote for the reserve study from Reserve Advisers for a one-time \$6,945 fee and a copy of the quote was provided in the agenda package. The process will go through all the District owned infrastructure and audit them while providing a plan on the useful like of those items to better budget for the replacement of those items. They also do a cash flow analysis to determine how much money should be put aside each year in the reserves to have the funds available when the time comes for replacement.

On MOTION by Ms. Anderson, seconded by Mr. Heath, with all in favor, Consideration of Quote for Reserve Study (Examples Included) for \$6,945, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

**i. Memorandum Regarding Wastewater Services and Stormwater Management Needs Analysis**

Mr. Van Wyk reported that there is a new law that will be enforced by June 2022. There are guidelines set forth for the report directed to the district engineer and the manager to know that the report will be required next year. There were no questions for district counsel, so the next item followed.

**B. Engineer**

Ms. Burns stated that they will need to issue an RFQ for engineering services and Ms. Burns asked the Board to authorize staff to start that process. She will bring responses back to the next meeting.

**C. Field Manager’s Report**

Mr. Smith summarized the Field Manager’s report for the Board. Completed items include:

- Entry gate issue was fixed

- New pool sign rules were installed
- Men's restroom sink repaired
- Soccer and dog park fences were inspected and repaired as needed
- Pool leak inspection was completed
- Pest control around the pool for ants
- Installation of two new garbage cans at the pool
- Multiple landscape repairs and improvements around the property

In progress projects include:

- Slide Installations
- New cabana covers have been ordered and will be installed once they are delivered
- Pressure washing
- Pool repairs

Mr. Smith reported on the broken ADA chair lift. He has had a few quotes but has just learned of a new system that uses water pressure as opposed to a battery-operated system. He would like to hold off on this until he can learn more about the water control system before bringing it back to the Board for final consideration.

**i. Consideration of Additional Shade Structure Options for Playground** *(to be provided under separate cover)*

Mr. Smith presented the shade structure options. He provided three quotes from American Parks Company, Core Cat, and Southern Recreation. The Board discussed the different options and products and there was a discussion about ordering quickly due to a shipping deadline. They discussed requesting the materials from Christopher Lopez so he may gift them to the CDD, and the installation will be delayed about 90 days. They discussed lead times and permits. Mr. Smith will send a letter to Christopher requesting the materials for the structure. A mulch border will have to be moved to fit it and that will be approved when they find someone for the install.

**ii. Consideration of Options for Pool Furniture Replacement** *(to be provided under separate cover)*

Mr. Smith noted that a lot of the furniture isn't necessarily broken but weathered. The tables are mostly in the worst shape. He offered the Board a few different quotes and options and his recommendations and discussion followed as they looked at the different options together. The

Board decided to go with Florida Patios for sling chairs and tables in the amount of \$29,550. This will be applied to the Phase 7 requisition costs and not operations and maintenance.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Proposal for Sling Chairs and Tables from Florida Patios, was approved.

**iii. Consideration for Quote for Additional Trash Emptying**

Mr. Smith noted that the resort pool trash cans that were added will be an additional \$40 a month for them to be emptied two times a week.

On MOTION by Ms. Anderson, seconded by Mr. Heath, with all in favor, the Quote for Trash Removal, was approved.

**iv. Consideration of Quote for Landscaping at Entrance of Tanager/Patterson**  
*(to be provided under separate cover)*

Mr. Smith stated that this was left off last month when the Board was approving a bunch of landscaping proposals.

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

Mr. Smith reported about a concern by a resident who finds that several other residents are hitting the island curb at Dunlin Street and Patterson Avenue. This will allow them to paint the curb yellow and add reflective FDOD glass beads. The Board and staff will keep an eye out on the curbs and the complaints from residents before deciding to paint the curbs. Mr. Smith will investigate the other options and bring it back to the Board at the next meeting.

**D. District Manager's Report**

**i. Request to Install a "Little Library" Near Playground**

Ms. Burns stated this was requested by a resident that is planning to provide all the materials and installation costs and that they are just looking for permission to do so. Mr. Van Wyk drafted a license agreement to use to make sure the District is not liable for anything

On MOTION by Mr. Heath, seconded by Ms. Anderson, with all in favor, Installation of a "Little Library" Near Playground Subject to them Signing a License Agreement, was approved.

**ii. Approval of Check Register**

Ms. Burns stated the check register was in the Board package and asked for approval. The total was \$59,856.12.

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

**iii. 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.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

There being none, the next item followed.


**NINTH 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