

**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, **October 20, 2020** at 2:30 p.m. via Zoom Teleconference, pursuant to Executive Order 20-69, issued by Governor DeSantis, as amended and supplemented.

Present and constituting a quorum:

Rennie Heath
Andrew Rhinehart
Patrick Marone

Chairman
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Roy Van Wyk
Clayton Smith

District Manager, GMS
Hopping Green & Sams
GMS

The following is a summary of the discussions and actions taken at the October 20, 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. Ms. Burns added if residents had any questions, they could push *9 on their phone or 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 followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 18, 2020 Board of Supervisors Meeting

Ms. Burns presented the minutes of the August 18, 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. Heath, seconded by Mr. Marone, with all in favor, the Minutes of the August 18, 2020 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Discussion Regarding Amenity Operations in Phase 3

Ms. Burns stated now that the Governor has announced some changes in Phase 3 of the Covid 19 reopening plans. Some districts are moving towards new standards in amenity operations. Currently, there is limited compacity in place, and the Phase 3 mandate lifted a lot of those restrictions. The question is, if the Board is interested in re-evaluating and perhaps going back to the regular capacity limits. The other item is, currently there is additional cleaning of the chairs and a limited number of chairs, but the Board can decide to go back to the normal compacity for chair use if desired.

Mr. Marone asked how other communities have been approaching the changes and Ms. Burns reports that most have lifted the restrictions. There being signage in place for continued social distancing, regular hand washing, on top of keeping with a seven day a week cleaning schedule; the majority of the districts are comfortable with these procedures in place and have lifted the restrictions for outdoor amenities. Most of the districts that have gyms are keeping some of the capacity limits in place. But for pools, parks, dog parks, or outdoor facilities, most of them have been lifting those compacity limits and going back to the regular bathing load capacity limits that were in place pre-Covid. Mr. Marone then clarifies that they too use the seven-day-a-week cleaning schedule and Ms. Burns confirms.

Ms. Burns continues to report that there are a limited number of chairs out, and if the Board is looking for a staff recommendation, her recommendation would be to put the remainder of the chairs back along with cleaning solution to be available for residents to use to wipe the chairs down themselves between use, remove the extra cleaning of the chairs, keep the seven day a week cleaning of the restrooms and high touch surfaces, and lift the capacity limits.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, Removing the Previous Capacity Limits, Revise Janitorial Contract to Seven Day a Week Cleaning, Put Out All Chairs and Remove Chair Cleaning, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Phase 7/7A Conveyance Documents

Ms. Burns looks to Mr. Van Wyk to further discuss conveyance of the phases for maintenance. Mr. Van Wyk states that he'd like to do the conveyance of the parcels and the improvements that are on the parcels that are ready for maintenance. The engineers have found that the majority of the improvements are done ,but they want to make sure that all the outstanding invoices are paid prior to executing the Engineer's Certificate, for the purposes of declaring the assessments complete. He asks that the Board accepts conveyance of the Special Warranty Deed for the parcels that were listed and take them over for maintenance and operation purposes.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the Phase 7/7A Conveyance Documents, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-01 Declaring Phase 7/7A Complete

This item was tabled to a future meeting.

SEVENTH ORDER OF BUSINESS

Consideration of Addendum to Yellowstone Contract to add Phase 7/7A

Ms. Burns noted the addendum is included in the agenda package, the conveyance of those parcels that were discussed previously. This would add the maintenance schedule for phases 7 and 7A and the total amount is \$7,800. The current contract is \$186,000 a year and puts spending at just under at \$193,800 so there is no need to rebid as going over the bid threshold. She also reports that this is included in the budget as these phases were planned for in the Fiscal Year 2021 budget.

Mr. Smith added, regarding the two phases 7 and 7A, onsite conveyance reviews have been done regarding the right of ways and they have been accepted. Other common area tracts have not been completed. He proposes for when they are all online, and until certain tracts are fully conveyed, there will be a deduction through Yellowstone for the areas that they are not maintaining yet. That way when they do come online, he will ask for them to remove the deduction when they are maintaining the area. He will do a final conveyance review on all inner tracts to make sure they

are all good. He recommends approving the full amount and he will work with Yellowstone personally on final deductions.

Mr. Marone asks about the \$650 a month and asks of it is for everything and states that it will actually be less than that until everything discussed previously comes online. Mr. Smith reports he is correct.

On MOTION by Mr. Marone, seconded by Mr. Heath, with all in favor, Consideration of Addendum to Yellowstone Contract to add Phase 7/7A, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Towing Services Agreement with S&S Towing & Recovery, LLC

Ms. Burns stated that at a previous board meeting there was a discussion about issues with the prior towing vendor on responsiveness and lack of availability of vehicles when they were needed. The Board authorized that if management saw a need to make a change they should do so. The notice of termination was sent to the previous vendor and a new agreement was drafted together with council for the new company, S&S Towing & Recovery. The contract had been executed previously and there was a need from the Board to ratify.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, Towing Services Agreement with S&S Towing & Recovery LLC, was ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated that there is nothing further to report.

B. Engineer

The engineer was not present, the next item followed.

C. Field Manager's Report

i. Consideration of Oak Pruning

Mr. Smith reported some completions. The eroded fence line has been fixed. There were repairs done on a washout of an outfall from Phase 5A. Palm pruning was done all around the pool area along with some new plantings. 4B/C at the Highland homes entrances were maintained. Upcoming projects include mulching, a redo of entrances Phase 3, oak tree trimmings, and repairing of sidewalks.

Mr. Smith presented quotes for the oak tree trimmings. Phase 3, 2B/C, and 4A by the amenities along the walls, there are oak trees that are mature enough and are showing signs of a lifting and a thinning out of the canopy to promote good growth. For the reported phases the estimate for pruning is \$14,268. In the budget, there is \$75,230 allotted line item for plants, landscape replacement, and tree pruning. It is his recommendation that this would be beneficial to the oak trees and also provide a better look to the community. Mr. Heath ask if the \$75,000 is in the budget for the next year or the balance of this year and Mr. Smith's answer is for Fiscal Year 2021. Mr. Heath then comments that the remanding balance will be roughly \$61,000 left for the year. Ms. Smith adds would be for mulching and entrance redoes which he believes is still a significant amount. Mr. Heath then asks if all \$75,000 was spent last year and Mr. Smith states that the budget line item was increased from the previous year from 56 to 75 and that full amount was not used.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the Oak Pruning Proposal for \$14,268, was approved.

ii. Consideration of "No Outlet" Sign on Merlin

Mr. Smith continued with an item coming from a resident. Merlin is a dead-end street and the resident requested a "No Outlet" sign. He presented a proposal for a 30x30, regulatory signage quality and instillation for a sign at the front of Merlin. Mr. Heath asked Mr. Smith if it is his opinion that this needs to be put in. Mr. Smith answers that he believes it would be beneficial.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the "No Outlet" Sign on Merlin, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns stated the check register was from August 1st through September 30th, totaling \$134,476.16. The Board had no questions.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Check Register from August 1st to September 30th totaling \$134,476.16, 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.

TENTH ORDER OF BUSINESS

Other Business

Ms. Burns noted that the Governor’s current order for remote meetings expires at the end of the month. The most recent order did include language that there is an expectation to move to in person meetings starting in November and the meeting will be held at the Holliday Inn. There will be two resident Board members being sworn in at that November meeting. The land owners election and the Board meeting will be held on that same day in November.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman