

**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, **December 15, 2020** 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
Milton Andrade	Assistant Secretary
Brian Walsh	Assistant Secretary
Kristen Anderson	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	Hopping Green & Sams
Clayton Smith	GMS
Residents	

*The following is a summary of the discussions and actions taken at the December 15, 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.

A resident asked for a direct contact for electrical issues. She claimed the provided number is no longer valid. Ms. Burns stated that Clayton Smith will get with her about the electrician's contract information. There being no other public comments, they moved on to the next item.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 17, 2020 Board of Supervisors Meeting and Landowners' Meeting**

Ms. Burns presented the minutes of the November 17, 2020 Board of Supervisors meetings and Landowners' 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 November 17, 2020 Board of Supervisors Meeting and Landowners' Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Discussion Regarding Option to Use Off Duty Officers for Patrol**

Ms. Burns noted that she spoke to the Davenport Police Department to gather some information, and reported the following; their rate is \$25 an hour with a 2 hour minimum, they could accommodate a full schedule of up to 40 hours a week in the summertime, if that is an option the Board would like to use, instead of the security that is currently being utilized, and they could also be hired for events, and would enforce traffic laws within the community, and would generate a weekly report for the Board that consisted of issues that were sited or any issues at the pool. The City does not have a form of agreement, but if the District wanted to put something together, they would be more than willing to look at that to see if they could get the City to sign off, which would make it an agreement with the City, and they staff the off-duty officers. The agenda has the current security costs listed along with the costs of the new method. Ms. Burns noted that there is room in the budget. The current contract has 40 hours per week during the summer, and 40 hours a month in the off season. Additional line items were included, and additional funds, because of extra use due to COVID. There is \$35,000 in the budget, and at the 40 hours a week for the summer and 40 hours a month for the winter, the total is approximately \$15,000.

Mr. Walsh stated that it will be the resident's feedback to determine how they truly would like to move forward and suggested we give the current security company another thirty days to

see if there is any improvement on how they are managing the security. Mr. Andrade suggested waiting until Memorial Day to transition to the off-duty officers.

Ms. Burns noted that she will add this item to the April agenda to talk about it again and line up the 30-day termination provision if needed.

**FIFTH ORDER OF BUSINESS**

**Discussion Regarding Adding Permanent Hooks at Entry and Exit for Holiday Decorations**

Ms. Burns noted this was requested by Supervisor Anderson. Ms. Anderson stated that it would be nice to have permanent hooks and they were looking for approval from the whole Board. Mr. Smith said it would be an easy and good improvement. This will be looked at next year before the holiday decorations go up.

**SIXTH ORDER OF BUSINESS**

**Discussion Regarding Landscaping of Empty Tracts**

Ms. Anderson reported that the entrance tract in phase 3 is just weeds and ants and is not visually pleasing, she would like to look into the possibility of sodding it and using pest control. Ms. Burns adds that it looks to be the size of an empty lot, but there will never be a home built on it. It is an open tract at the end. Mr. Smith reported on the location as discussion continued. Mr. Smith said he will look into it and bring options back for the March meeting.

**SEVENTH ORDER OF BUSINESS**

**Discussion Regarding the Cleaning of the Roads**

Ms. Anderson stated that one of the community members reported the roads are looking really dirty. She is wondering if cleanings are done regularly and when it is due to be cleaned next. Mr. Smith stated that he did not know of any communities that clean the streets and that it is not in the budget.

**EIGHTH ORDER OF BUSINESS**

**Discussion Regarding Pressure Washing of Entries and Exits**

Ms. Anderson asked how often entries and exits are pressure washed. Mr. Smith reported that it was done not that long ago and cutting the oak trees will help with the buildup of some of that. He did notice that it looks like they could use it again and in the next few months that will be done. Ms. Anderson asked how often it gets done and Mr. Smith replied that he hopes to only have

to do it once a year, but that it can be done as needed. There was a discussion about adding a line item for specific pressure washing to the yearly budget and Mr. Smith will look into what pricing that line item would need for the next year.

**NINTH ORDER OF BUSINESS**

**Discussion Regarding Street Parking Signs**

Ms. Anderson asked if they could get “No Parking” signs made so the parking policies would be clear for all residents stating the signs at the entryways are inadequate and hard to read. Mr. Heath mentioned that the sign at the entryway was placed there so they would not have to place them all over the neighborhood. Pricing issues were discussed as well as issues surrounding placements of the actual signs. Because there is no CDD land, the signs would have to be placed on resident property, which is why the Board decided against it in the first place. Mr. Heath suggested adding signs to existing posts and signage, and they will look into the criteria of what that would entail.

Mr. Van Wyk reminded the supervisors that they are not allowed to talk about District business outside of a publicly advertised meeting. If they are going to talk with HOA groups or the property owner’s, they need to do so individually and not together.

**TENTH ORDER OF BUSINESS**

**Discussion Regarding Changing Location and Time of the Meeting**

Ms. Anderson noted that she had thought they were going to revisit that topic after different areas were looked into. Mr. Lopez said the city said they could have whatever they needed and that the only issue they had was because of Covid-19 there are kids that use their facilities until 3:30 pm. The Davenport Community Center is only eight minutes from the community and it is free of charge. A discussion continued about pros and cons of changing the location and how the new location would be more accessible to community members. Mr. Heath suggested holding a meeting to show some of the community members how to participate via Zoom or setting up a Zoom viewing at the community center. Lastly, they talked about having the presidents of the individual HOAs coordinating this.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of 2021 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns noted this is an annual agreement that they sent for all Districts in Polk county. There are certain members of the community, police, judges, or certain elected officials that have exempt property records and they do not show up on the property appraiser's website. This is outlining penalties for disclosing those.

On MOTION by Mr. Walsh, seconded by Mr. Heath, with all in favor, the Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

**TWELTH ORDER OF BUSINESS**

**Ratification of Non-Ad Valorem Contract Agreement with Polk County Property Appraiser**

Ms. Burns noted that Polk County requires an annual agreement in order for them to provide the parcels within the community which is used to certify the tax bill.

On MOTION by Mr. Heath, seconded by Mr. Walsh, with all in favor, the Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was ratified.

**THIRTEENTH 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. Completed items included "No Outlet" sign installed at Merlin Drive, Phase 3 outlet replacement, oak and palm tree pruning, and sodding of tracts in 4B/C. In process projects include site entrance mulching, Phase 3 plant replacement, and landscape deficiencies. The landscaper has been given strict direction to remedy deficiencies

immediately. Mr. Smith is also in the process of obtaining pricing for additional sports courts and he believes he will have a better idea within the first couple of months of 2021.

**i. Consideration of Proposal from GMS for Speed Limit Signage and Installation at Front of Phase 3**

Mr. Smith presented a proposal for speed limit signage at the front of Phase 3 due to the first speed limit sign being a significant distance away from the entrance, ensuring people know it is 15 MPH in the area. The cost is \$328.

On MOTION by Mr. Walsh, seconded by Mr. Heath, with all in favor, the Proposal from GMS for Speed Limit Signage and Installation at Front of Phase 3, was approved.

**ii. Consideration of Renewal of Landscape Fertilization Contract with TruGreen**

Mr. Smith presented the renewal of the fertilization and pest contract with TruGreen.

**iii. Consideration of Additional Landscape Fertilization Contract with TruGreen for Phase 7/7A**

Mr. Smith continued to report that there are some additional areas to consider for the contract at 7 and 7A. Mr. Smith reported that he has been happy with TruGreen and recommends that the Board continues the contract. The proposal included in the agenda package with the additional areas is \$3,600 per year. The new price is still within the fertilization budget.

On MOTION by Mr. Heath, seconded by Ms. Anderson, with all in favor, the Renewal of Landscape Fertilization Contract with TruGreen and Additional Landscape Fertilization Contract with TruGreen for Phase 7/7A, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns stated the check register is included in the agenda package totaling \$35,333.68 for the month of November.

On MOTION by Ms. Anderson, seconded by Mr. Heath, with all in favor, the Check Register through November 30<sup>th</sup> totaling \$35,333.68, 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.

**FOURTEENTH ORDER OF BUSINESS      Supervisor Requests/Audience Comments**

**Supervisor Comments:**

Ms. Burns noted this was for anyone with other business. There being none, the next item followed.

**Audience Comments:**

Ms. Burns opened the floor for audience comments and reminded them to please keep them to 3 minutes. A resident had a complaint about the landscaping company not collecting the lawn clippings during mowing. Mr. Smith stated that they have talked to the landscapers about professionalism and the community's expectations. Another audience member communicated her concerns for the traffic laws and spending money on things that will probably still not slow residents down.

**FIFTEENTH ORDER OF BUSINESS      Adjournment**

The meeting was adjourned.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman