

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT DISTRICT II**

The regular meeting of the Board of Supervisors of the Highland Meadows Community Development District was held on **Tuesday, February 14, 2023, at 2:32 p.m.** located at the **Holiday Inn in Winter Haven, located at 200 Cypress Gardens Blvd., Winter Haven, FL 33880.**

Present and constituting a quorum:

Miguel Vasquez	<b>Board Supervisor, Chairman</b>
Deborah Galbraith	<b>Board Supervisor, Vice-Chairman</b>
Christopher Lopez	<b>Board Supervisor, Assistant Secretary</b>
Kristen Anderson	<b>Board Supervisor, Assistant Secretary</b>
Genelle Moore	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Richard Hernandez	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tina Garcia	<b>District Counsel, GreenSpoon Marder</b>
Molly Banfield	<b>District Engineer, Dewberry</b>
Audience	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Hernandez called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

No audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Proposals for District Services**

The Board reviewed the presentation Tina Garcia from Greenspoon Marder.

On Motion by Ms. Anderson, seconded by Mr. Vasquez, the Board of Supervisor accepted Tina Garcia as the new District Council, for the Highland Meadows Community Development District II.

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**FOURTH ORDER OF BUSINESS**

**Discussion on Status of Hines City  
Landscape Code Compliance Matters**

On Motion by Ms. Galbraith, seconded by Ms. Anderson, with all in favor, the Board of Supervisors approved Ebenezer nursery installation of four Pine trees to remediate code compliance matters, for the Highland Meadows Community Development District II.

**FIFTH ORDER OF BUSINESS**

**Consideration of Status of SBA Account**

On Motion by Mr. Vasquez, seconded by Ms. Galbraith, the Board of Supervisors motioned to invite Florida classic to attend the next meeting and give a presentation. Also, to authorize Scott Brizendine to open operating accounts on behalf of the District with Chair involvement, for the Highland Meadows Community Development District.

**SIXTH ORDER OF BUSINESS**

**Discussion of Use of Electronic Mail  
Messages for District Matters**

On Motion by Mr. Vasquez, seconded by Ms. Anderson, the Board of Supervisors approved the use of Electronic Mail Messages for District Matters, for the Highland Meadows Community Development District II.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03,  
Designating the Primary Administrative  
Office, and Principal Head Quarters of the  
District**

On Motion by Ms. Galbraith, seconded by Ms. Anderson, all in favor, the Board of Supervisors adopted Resolution 2023-03, Designating the primary administrative office and principal headquarters of the district, for Highland Meadows Community Development District II.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Delegating Authority  
by Resolution to the Chairman of the  
Board to Negotiate Agreement with  
Haines City**

On Motion by Ms. Galbraith, seconded by Ms. Anderson, the Board of Supervisors appoint the Chairman and District Manager are to negotiate an agreement with Haines City, for the Highland Meadows Community Development District II.

**NIENTH ORER OF BUSINESS**

**Discussion of the current Rules and  
Procedures**

This item was tabled until the next meeting. The Board requested District Council to review the current rules and procedures document.

93 **TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04,  
Designating a Registered Agent, and  
Registered Office**

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97 On Motion by Mr. Vasquez, seconded by Ms. Galbraith, the Board of Supervisors approved  
98 resolution 2023-04, designating registered agent and registered office, for the Highland  
99 Meadows Community Development District II.

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101 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05,  
Designating Officers of the District**

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104 On Motion, Mr. Vasquez, seconded by Ms. Gailbraith, with all in favor the Board of  
105 Supervisors adopted Resolution 2023-05, Designating the officers of the District, for the  
106 Highland Meadows Community Development District II.

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108 **TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-06,  
RFQ for District Engineering Services**

109 Molly Banfield gave her presentation.

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112 On Motion, Mr. Vasquez, seconded by Ms. Anderson, the Board of Supervisors agreed to  
113 have Molly Banfield from Dewberry to be the interim engineer, for the Highland Meadows  
114 Community Development District II.

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116 **THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07,  
Appointing District Council**

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119 On Motion, Ms. Galbraith, seconded by Mr. Vasquez, the Board of Supervisors approved  
120 Resolution 2023-07 Appointing District Council, for the Highland Meadows Community  
121 Development District II.

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123 **FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08,  
Disbursement of Funds**

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126 On Motion, Ms. Anderson, seconded by Mr. Lopez, all in favor, the Board of Supervisors  
127 approved Resolution 2023-08 Disbursement of funds, for the Highland Meadows  
128 Community Development District II.

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130 **FIFTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-09,  
Establishing a Checking Account**

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133 On Motion, Ms. Anderson, seconded by Mr. Vasquez, the Board of Supervisors approved  
134 Resolution 2023-09 establishing a checking account, for the Highland Meadows Community  
135 Development District II.

**SIXTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-10,  
Adopting Meeting Schedule**

On Motion, Ms. Galbraith, seconded by Mr. Vasquez, the Board of Supervisors approved Resolution 2023-10 adopting meeting schedule, the board agreed to the second Thursday of every month at 3:30 pm, for the Highland Meadows Community Development District II.

**SEVENTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A.** District Counsel  
No Report.
- B.** District Engineer  
No Report.
- C.** District Manager

**TENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

☛ **Next Meeting:** Mr. Hernandez announced the next meeting is a Workshop on March 4th at 12 pm and the next regular meeting will be March 9<sup>th</sup> at 3:30 pm.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Vasquez, seconded by Ms. Galbraith with all in favor, the Board of Supervisors adjourned the meeting at 4:45 p.m. for the Highland Meadows Community Development District II.

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Assistant Secretary

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Chairperson/Vice Chairperson