

**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 II was held on **May 11, 2023, at 3:30 p.m.** located at the Ramada by Wyndham Davenport 43824 US HWY 27, Davenport, FL 33837.

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>
Genelle Moore	<b>Board Supervisor, Assistant Secretary</b>
Kristen Anderson	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Richard Hernandez	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Bryan Schaub	<b>Landscaper, Rizzetta &amp; Company, Inc.</b>
Tina Garcia	<b>District Counsel, GreenSpoon Marder</b>
Phil Guilbeau	<b>SAI Security Systems</b>
Yaida	<b>Prestige Cleaning</b>

Audience	<b>Present</b>
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**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**

A member of the audience requested the board reconsider the pressure washing proposal from A&E due to pricing and the boards discussion in the previous meeting to seek maintenance company for the community. Also, the stated the same for the fence proposal.

A member of the audience commented concerns on both proposals. Also commented, if the CDD is even responsible for putting up a new one.

A member of the audience voiced concerns on landscapers damaging homeowner's fences. Also commented a homeowner is parking their car at a stop sign.

A member of the audience voiced concerns on speeding in the community, and inquired if speed bumps could be installed.

A member of the audience voiced concerns with the community pool and new pool vendor.

A member of the audience voiced concerns with non-residents gaining access to the community amenity areas that do not have a membership and the graffiti.

A member of the audience voiced concerns with pool security and the spending of district funds. Also, inquired if pool access can only be limited to only community residents.

A member of the audience stated they were told when buying their home, the pool/amenities were private to the residents.

Mr. Guilbeau introduced himself to the board and broke down the biggest challenges they are experiencing in the community.

Ms. Anderson inquired how often SAI can provide reports to present to the board.

Mr. Guilbeau stated they can provide a weekly report of the community.

Yaida from Prestige Cleaning updated the board on pool expenditures and maintenance.

Ms. Anderson asked Prestige Cleaning to state when they thought the district should get their pool resurfaced.

Yaida from Prestige Cleaning stated that they are sending out someone this week to evaluate the pool and will be able to give their professional opinion on how soon the pool needs to be resurfaced.

### **THIRD ORDER OF BUSINESS**

### **Landscape Inspection Report by Bryan Schaub**

Mr. Schuab briefed the board with his landscape inspection report.

He noted improvements on irrigation and stated that certain plants in the community need replacement.

**FOURTH ORDER OF BUSINESS**

**Consideration of Prince & Sons  
Proposal for Shrub Fertilizer**

Mr. Hernandez presented the proposal to the board and asked if they had any questions.

Board of Supervisor approved Supervisor Anderson assisting Bryan Schaub with Landscape RFP.

**FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Meeting Held on  
April 13, 2023**

Mr. Herandez presented the meeting minutes to the board of supervisors and asked if they had any questions.

Motion by Mr. Vasquez, seconded by Mr. Lopez, with all in favor, the Board of Supervisor approved the meeting minutes for the board of supervisors meeting held on April 13, 2023, for the Highland Meadows Community Development District II.

**SIXTH ORDER OF BUSINESS**

**Consideration of A&E Proposal for Wall  
Pressure Washing**

Mr. Herandez presented the proposal to the board of supervisors and asked if they had any questions. Also, noted the proposal does not state "all walls" and states "walls with algae build up".

Mr. Santana stated he'd prefer if A&E focused on the older phase communities where pressure is needed mostly rather than the newer phase communities. Also, stating the proposal is for annual maintenance.

Ms. Anderson inquired that no board member is related too or benefiting anything from using A&E as a vendor.

Ms. Anderson inquired on A&E's pricing and stated that this proposal is not a budgeted item.

Ms. Anderson commented the on the importance of the reserve budget and that there are eventually going to be inevitable costs that the district needs to prepare for.

Ms. Moore commented that the proposal is high in price but what has been neglected in the community should be taken care of. She also stated that the board should seek other options/proposals before making a decision.

Ms. Galbraith commented she would like to gather more proposals.

Mr. Lopez stated that he thinks the proposal should be around \$12,000 rather than \$18,000. Also, stated that this is something people in the community want.

Mr. Santana stated that A&E is not just pressure washing, they are also putting a coat over what is pressure washed for a longer lasting effect.

The board agreed to have the chair work with Mr. Hernandez on scope of work and gathering more proposals.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Wall (Fence) Proposals**

Mr. Hernandez presented the multiple proposals to the board and asked if they had any questions. The A&E proposal was priced around \$66,500, the West Pine proposal was priced around \$55,200, and the Fence Central proposal was priced around \$63,300.

Mr. Santana stated that Fence Central stated they will not resurface the soil.

Mr. Hernandez stated that West Pine is offering to donate twenty hours of additional labor hours after they install/repair.

Mr. Hernandez stated they received zero returning bids for an engineer after ad was placed, and stated he is going to place another and have other managers within Rizzetta pitch it to their engineers.

Ms. Anderson inquired about legal problems of not having a district engineer.

Ms. Anderson inquired if this job requires a licensed contractor.

Mr. Hernandez answered yes.

Ms. Anderson stated that when searching the Florida portal she did not find that A&E has a license.

Ms. Galbraith inquired if it is even possible to approve the proposal without a district engineer.

Ms. Anderson stated that the A&E is too high in her opinion.

Ms. Moore recommended that a mesh covering be incorporated into the fences because of coyote problem in the community.

Ms. Anderson requested if counsel can present something to the board that explains the ramifications of not having an engineer.

The board agreed to open audience comments, per Mr. Hernandez's suggestion.

A member of the audience inquired why the ad placed for the district engineer was not placed in the Orlando Sentinel.

A member of the audience inquired about A&E's pressuring washing proposal.

A member of the audience inquired about contracting the city's engineer for the district.

A member of the audience inquired about the city's engineer as well.

A member of the audience inquired who is responsible for Phase 7. Also voiced her concerns for speeding in the community and advocated for speed bumps.

A member of the audience inquired about the pool being public property.

The board tabled this agenda item for next meeting.

**EIGHTH ORDER OF BUSINESS**

**Discussion on Pool Security and  
Amenity Key Card Protocol**

Mr. Hernandez stated that a standard operating procedure for amenity key card needs to be created.

Mr. Santana presented Honeycomb proposal to the board and the audience for pool security.

Mr. Lopez stated that current security system is not salvageable.

Mr. Hernandez inquired if Honeycomb will take over amenity card management.

Mr. Santana stated that it could be added to the proposal.

Ms. Anderson stated that the board should gather multiple proposals and requested if Honeycomb could provide a more itemized proposal to break down the individual costs.

Ms. Anderson inquired what course action the district would take upon catching someone damaging the property on camera.

Counsel stated they could reach out to local law enforcement or sue the offender in civil court.

Ms. Moore stated if the board could get a proposal that includes amenity card management.

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Mr. Hernandez stated that Rizzetta inherited that software system (Atrium) for the keys already paid for, and that only cost if outsourced to another company would be purely management cost for handing out keys. Also stated that the contract that the district has with Rizzetta includes this service.

Motion by Ms. Galbraith, seconded by Mr. Vasquez, with a majority vote of 4-1 in favor (Supervisor Anderson opposed), the Board of Supervisors approved the Honeycomb security system proposal including options one and two, for the Highland Meadows Community Development District II.

Discussion ensued amongst the board that a replacement amenity card will cost \$25 and an additional card will be \$10.

Discussion ensued amongst the board on what someone needs to obtain an amenity card. The board decided that deed or lease agreement would be sufficient.

Motion by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Board of Supervisors approved the cost of new amenity card being \$10 and \$25 dollars for a replacement card, as well as providing deed or lease agreement would be the only two ways for someone to obtain a card, for the Highland Meadows Community Development District II.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. District Counsel**

Ms. Garcia reviewed key provisions in the guide to the sunshine amendment and code of ethics.

Ms. Garcia informed the board to disregard the PowerPoint on the agenda.

Ms. Garcia reviewed public speaking policy for the board's consideration and asked if there were any questions.

Motion by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Board of Supervisors approved the public speaking policy and that a resolution cementing this be presented next meeting, for the Highland Meadows Community Development District II.

#### **B. District Engineer**

No Report.

#### **C. District Manager**

Mr. Hernandez reviewed the financial statements and budget with the board of supervisors and asked if there are any questions. Also stated, he will be presenting a draft budget at the last meeting.

Ms. Moore spoke on key topics and how the overall workshop turned out.

Mr. Hernandez pitched idea that Mr. Guilbeau suggested to him. He suggested that the district should forming a security made up of concerned resident and a board member with himself leading.

Ms. Moore inquired about what their standard operating procedures would be.

A member of the audience inquired about having davenport police to head the committee.

Mr. Lopez stated that the davenport police do not have enough people to resource out for the committee.

A member of the audience stated that davenport police does have their own community watch program where they work with the community.

Mr. Lopez presented solar panel lights he plans on installing in dark areas of the community during the night.

Mr. Lopez stated that damages at the soccer field occurred from unauthorized soccer league that is playing there. Also he stated that he is going to have it repaired.

Ms. Galbraith stated that she heard about this unauthorized league as well, and inquired about litigation if someone were to get hurt.

Ms. Garcia stated that the district cannot allow a corporate entity to perform services on CDD property without the appropriate service going through their office.

Mr. Hernandez stated in another district of his, they leased CDD property to a league.

**TENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

No audience comments or supervisor requests.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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On a Motion by Mr. Vasquez, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors adjourned the meeting at 5:40 p.m. for the Highland Meadows Community Development District II.



Assistant Secretary



Chairperson/Vice Chairperson