

**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 II COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the **Highland Meadows II Community Development District** was held on **Thursday, June 15, 2023, at 3:30 p.m.** at the Ramada by Wyndham Davenport located at 43824 US Hwy 27, Davenport, FL 33837.

**Present and constituting a quorum:**

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

**Also present were:**

Scott Brizendine	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Brian Mendes	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Bryan Schaub	<b>Landscape Specialist, Rizzetta &amp; Company, Inc.</b>
Tina Garcia	<b>District Counsel, Greenspoon Marder (via conf call)</b>

Audience **Present**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Brizendine opened the regular CDD Meeting at 3:30 p.m. and confirmed a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

Resident comments were expressed regarding the need for security personnel seven days per week at standard hours of operations. Other comments were made regarding maintenance issues that need to be addressed and resolved.

**THIRD ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for April 2023**

Mr. Lopez inquired into the invoice from Greenspoon Marder and expressed concerns with the hourly rate being charged. The engagement letter states a rate of \$275 per hour but the invoice includes billing at a rate of \$300 per hour. He also expressed concerns about a charge of \$2,400 to the District prior to the firm being hired. Ms. Garcia explained that those hours were for meeting preparation and research on the District so she could be prepared in case her firm was hired and that she would review the hourly rate. Ms. Moore Tucker inquired about a possible duplication of

50 utility charges. Mr. Santana-Vazquez requested an itemized invoice from Greenspoon Marder. The  
51 Board decided to table the ratification of these invoices subject to clarification on these issues.

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53 **FOURTH ORDER OF BUSINESS** **Presentation of FY 2024 Proposed Budget**

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55 Mr. Brizendine summarized the discussion of the Board and Staff at the budget workshop.  
56 The Board chose to make the following adjustments to the draft budget; increase \$4,000 for  
57 Supervisor Fees to cover for the Supervisor Workshops, increase the Repairs & Maintenance line  
58 item by \$100,000 and remove funding for the Reserve Fund. The revised total for the General Fund  
59 Budget is \$848,025. The budget results in a decrease in homeowner assessments of 1.49% or  
60 \$9.36 compared to FY 2023.

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On a motion from Mr. Lopez, seconded by Mr. Santana-Vazquez with all in favor, the Board approved the proposed budget, as revised, for the Highland Meadows II Community Development District.

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63 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2023-11,**  
64 **Approving FY 2024 Proposed Budget and**  
65 **Setting the Public Hearing**

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67 A brief discussion was held regarding the need to push back the August meeting to satisfy  
68 the 60-day requirement between the proposed budget and the public hearing.

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On a motion from Mr. Lopez, seconded by Mr. Santana-Vazquez, with all in favor, the Board approved Resolution 2023-11, approving the Fiscal Year 2024 Proposed budget (totaling \$848,025) and setting the public hearing for August 17, 2023, at 3:30 p.m. at the Tom Fellows Community Center located at 207 North Blvd. W, Davenport, FL 33837 for the Highland Meadows II Community Development District.

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71 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2023-12,**  
72 **Redesignating Certain Assistant Secretaries**

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74 Mr. Brizendine explained that this resolution would remove Mr. Hernandez as an Assistant  
75 Secretary and replace him with Mr. Mendes and Mr. Brizendine

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On a motion from Mr. Santana-Vazquez, seconded by Ms. Galbraith, with all in favor, the Board approved Resolution 2023-12, as discussed, for the Highland Meadows II Community Development District.

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78 **SEVENTH ORDER OF BUSINESS** **Ratification of Surveillance Quote from**  
79 **Honeycomb Systems**

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81 The quote was previously approved by the Chairman to expedite the installation.

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On a motion from Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Board Ratified the Chairman's Action of Approving the Surveillance Quote from Honeycomb Systems totaling \$19,608.52 for the Highland Meadows II Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Landscape Maintenance RFP Package**

Mr. Brizendine and Mr. Schaub reviewed the proposed criteria for the Landscape Maintenance RFP and the Board agreed to the following criteria:

- Price 15 points
- Personnel/Equipment 15 points
- Reasonableness 15 Points
- Experience 40 points
- Knowledge of scope 15 points

On a motion from Mr. Lopez, seconded by Ms. Moore Tucker, with all in favor, the Board approved the criteria for the Landscape Maintenance RFP, as discussed, for the Highland Meadows II Community Development District.

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**NINTH ORDER OF BUSINESS**

**Discussion of Florida Department of Health Rules & Highland Meadows II Amenity Rates and Policy**

A brief discussion was held regarding the Florida Department of Health and the current Amenity rules in place for the District. The Board indicated that food would not be allowed anywhere on the pool deck, except for medical needs. A recommendation was made that a sign with a QR code be posted that links to the amenity policies for residents to scan.

On a motion from Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Board approved posting a sign with a QR code that links to the amenity policies for residents to scan, for the Highland Meadows II Community Development District.

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On a motion from Mr. Lopez, seconded by Mr. Santana-Vazquez, with four in favor and one against (Ms. Anderson), the Board approved making no changes to the supervisor authority, for the Highland Meadows II Community Development District.

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**TENTH ORDER OF BUSINESS**

**Discussion for an Emergency/After Hours Authority**

On a motion from Ms. Moore Tucker, seconded by Mr. Santana-Vazquez, with all in favor, the Board appointed Mr. Lopez as the emergency point of contact and Ms. Galbraith as the backup for the Highland Meadows II Community Development District.

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**ELEVENTH ORDER OF BUSINESS**                      **Discussion of Pool Security, Maintenance, Janitorial, Trash and Service Hours**

Discussion was held regarding the need for temporary services until a new firm can be selected. The District Manger will obtain new proposals with a not-to-exceed amount of \$2000 per month.

On a motion from Mr. Lopez seconded by Ms. Galbraith, with all in favor, the Board approved A&E Homes, LLC to provide pool security, maintenance, janitorial, trash and service hours on a temporary basis until a permanent solution can be obtained for the Highland Meadows II Community Development District.

**TWELFTH ORDER OF BUSINESS**                      **Discussion of HOA Table**

Mr. Lopez suggested that an HOA section be added to the workshop agendas to provide the HOA Board with an option to discuss HOA matters.

On a motion from Mr. Lopez seconded by Ms. Galbraith, with all in favor, the Board approved adding an HOA section to the agenda to provide the HOA Board with an option to bring up any conflicts that pertain to the CDD and other matters of the HOA for the Highland Meadows II Community Development District.

**THIRTEENTH ORDER OF BUSINESS**                      **Discussion of Amenity Area-Private or Public**

Discussion was held regarding allowing non-residents access to the District Amenities. District Counsel explained that given that the amenities were constructed with bond funds, non-residents must have the ability of utilize the facilities, but the Board can set a user fee. Setting a fee of \$2,500 was proposed and a request made for proposals to make all gates amenity card scannable. District Counsel will draft a resolution setting the fee for the next meeting.

**FOURTEENTH ORDER OF BUSINESS**                      **Discussion of Billing and Invoice Approval Process**

Mr. Brizendine reviewed the board approved resolution 2023-08 which gives authority to management to approve \$5,000 for non-contractual work and the chairman must approve any expense higher than that amount. The Board asked that adopted resolutions be posted on the website.

**FIFTEENTH ORDER OF BUSINESS**                      **Discussion of Security Committee**

Mr. Lopez proposed that a neighborhood watch be created with Mr. Phil Guilbeau acting as the captain. He noted that details are still to be worked out.

**SIXTEENTH ORDER OF BUSINESS**                      **Staff Reports**

**A. District Counsel**

Ms. Garcia reviewed the engagement letter and the hourly rate is \$275 not \$300. She stated that the CDD will be credited for any hours billed incorrectly.

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**B. District Engineer**  
Not present.

**C. District Manager**  
Mr. Brizendine stated that once the parking maps have been established, he will follow up with obtaining proposals for a new towing company.

Mr. Brizendine reminded the Board that the next meeting is scheduled for July 13, 2023 at 3:30 p.m.

**SEVENTHEENTH ORDER OF BUSINESS      Audience Comments and Supervisor Requests**

There were no audience comments put forward at this time.

Supervisor Requests were made regarding the following items with the Board actions being taken on some of them.

- Installation of fence repairs approved \$66,437.90.
- Pressure washing all walls approved \$18,850. Mr. Santana-Vazquez to obtain proposals for painting.
- Ms. Anderson requests proposals for fixing parking signs.
- Phase 3 park fence was approved at \$4,500. Contact Fence Direct on why they haven't started the project.
- Irrigation is needed for phase 3 park. Mr. Schaub to contact Able.
- Gate is needed for soccer field. Mr. Lopez proposes to move the dog center gate back to the soccer field.

On a motion from Ms. Galbraith seconded by Mr. Santana-Vazquez, with four in favor and one against (Ms. Anderson), the Board approved fence repairs totaling \$66,437.90 for the Highland Meadows II Community Development District.

On a motion from Mr. Lopez, seconded by Ms. Moore Tucker, with four in favor and one against (Ms. Anderson), the Board approved pressure washing all walls at a cost of \$18,850 for the Highland Meadows II Community Development District.

**EIGHTEENTH ORDER OF BUSINESS      Adjournment**

On a motion from Mr. Santana-Vazquez, seconded by Ms. Galbraith, with all in favor, The Board adjourned the meeting at 6:55 p.m. for the Highland Meadows II Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman