

**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, September 21, 2023, at 3:31 p.m.** located at the Tom Fellows Community Center, located at 207 North Blvd. W., Davenport, FL 33837.

Present and constituting a quorum:

Miguel Santana-Vazquez	<b>Board Supervisor, Chairperson</b>
Deborah Galbraith	<b>Board Supervisor, Vice Chairperson</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> (via phone)

Also present were:

Scott Brizendine	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Brian Mendes	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Jan Carpenter	<b>District Counsel, Kutak Rock LLP</b>
Kristen Trucco	<b>District Counsel, Kutak Rock LLP</b>
Mark Wilson	<b>District Engineer,</b>
Bryan Schaub	<b>Landscape Manager, Rizzetta &amp; Company, Inc.</b>
Josmar Lopez	<b>Community Maintenance, A&amp;E</b>

Audience	<b>Present</b>
----------	----------------

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Mendes called the meeting to order and confirmed a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

On Motion by Mr. Lopez, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors approved limiting a time frame on each supervisor to three minutes, for the Highland Meadows II Community Development District.
--

---

A member of the audience incurred on budget items and expenditures. Also incurred on fence issues.

A member of the audience letter is presented.

A member of the audience states an issue with food inside the pool.

A member of the audience states issues with community parking.

A member of the audience states concerns about community entrance not being upkept, as well as concerns about school bus issues.

**THIRD ORDER OF BUSINESS**

**Landscape Inspection Report**

Mr. Schaub presented the landscape inspection report to the board of supervisors and asked if there were any questions. There were none.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors meeting held on August 17, 2023**

Mr. Mendes presented the Minutes of the Board of Supervisors meeting held on August 17, 2023 and asked if there were any questions. There were none.

On Motion by Ms. Anderson, seconded by Mr. Santana-Vazquez, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors meeting held on August 17, 2023, for the Highland Meadows II Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operation & Maintenance Expenditures for August 2023**

Mr. Mendes presented the operation and maintenance expenditures for August 2023 and asked if there were any questions. There were none.

On Motion by Mr. Santana-Vazquez, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors ratified the operation and maintenance expenditures for August 2023 (\$93,790.66), for the Highland Meadows II Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Landscape RFP**

Mr. Schaub presented the RFP process to the board of supervisors and asked if there were any questions.

Counsel advised chairman to allow landscapers to present their services.

---

Miguel called upon each landscape vendor.

LMP presented their proposal to the board of supervisors and asked if there were any questions.

Yellow Stone presented their proposal to the board of supervisors and asked if there were any questions.

Prince and Sons presented their proposal to the board of supervisors and asked if there were any questions.

Ms. Anderson presented her notes on vendor provided. She also stated that litigation items are pending with Yellow Stone.

Mr. Lopez stated issues with some parts of the landscape contract.

On Motion by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Board of Supervisors approved Prince and Sons for the landscape RFP, for the Highland Meadows II Community Development District.

## **SEVENTH ORDER OF BUSINESS**

### **Discussion of Allowing Food Inside the Pool Area**

Ms. Anderson stated that she thinks residents should be allowed to have food as long as they maintain four feet away from the wet deck. She stated that if anyone violates rules, their pool cards will be suspended. She requested counsel review the community rules.

Mr. Lopez stated that the community should not have food inside the pool area.

On Motion by Mr. Lopez, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors motion for rules to stay as is with contingency counsel review the community rules and give recommendation, for the Highland Meadows II Community Development District.

Ms. Galbraith stated that the community should allow food in the pool deck, but after discussion amongst fellow supervisors she retracted her statement.

Ms. Moore stated that she would like to consider food, but with clear marked areas where residents can eat.

On Motion by Ms. Galbraith, seconded by Ms. Anderson, with all in favor, the Board of Supervisors close discussion for allowing food inside the pool area, for the Highland Meadows II Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Gates within all Seven Communities**

Mr. Santana-Vazquez presented the discussion to the board.

Ms. Anderson stated that are IRS issues with having gates that are funded by bonds.

District Counsel suggested considering a soft gate, but because of bonds we cannot deny access to the public.

Ms. Carpenter stated that the board should consider at least one gate to be manned to avoid issues with FEMA.

Ms. Galbraith commented that she wants to consider gates.

Mr. Lopez reported that there are thirteen entrances to the community.

Ms. Moore stated that she is in favor of gates.

Ms. Anderson stated that she is not in favor of gates.

Mr. López recommended starting a committee on this process to bring information to the board.

Mr. Santana-Vazquez presented options to the board.

On Motion by Ms. Galbraith, seconded by Mr. Lopez, with all in favor, the Board of Supervisors motioned to enact district staff to gather proposals and plan for gates in the next FY, for the Highland Meadows II Community Development District.

**NINTH ORDER OF BUSINESS**

**Discussion of Workshops**

Mr. Santana-Vazquez presented the workshops to the board of supervisors. He stated that two meetings per month due to all community issues.

Ms. Moore inquired about why the community would need monthly workshops.

Ms. Anderson proposed to table this item and see how the community's new rules play out.

Mr. Lopez stated that he has been conducting workshops to give information to the residents.

Mr. Santana-Vazquez spoke on concerns of communication and that monthly workshops are important.

On Motion by Mr. Santana-Vazquez, seconded by Mr. Lopez, with a majority vote of 4-1 (Ms. Anderson Opposed), the Board of Supervisors approved monthly meetings and six months of workshops, for the Highland Meadows II Community Development District.

Ms. Anderson stated that she would like to review the budget before approving.

Mr. Brizendine stated that there will be additional cost to have a district manager present in workshops.

On Motion by Mr. Santana-Vazquez, seconded by Mr. Lopez, with all in favor, the Board of Supervisors approved to input all meeting minutes into the district website, for the Highland Meadows II Community Development District.

**TENTH ORDER OF BUSINESS**

**Discussion of Termination of the  
Security and Towing Company**

Mr. Santana-Vazquez presented his concerns with the security company to the board. He presented police officer William Pastor to speak to the board.

Inquiries were made on who would be responsible for Highland Meadows II, Haines City police department or Davenport police department.

Officer Pastor recommended to get with Haines City crime prevention for a survey of the community. He spoke on multiple programs throughout the city.

Mr. Mitchell (security) reports to the board on their services.

Mr. Lopez stated we will not be terminating anyone.

On Motion by Ms. Anderson, seconded by Mr. Santana-Vazquez, with a majority vote of 4-1 (Mr. Lopez Opposed), the Board of Supervisors approved the district manager to work on getting more proposals for this, for the Highland Meadows II Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Discussion of Sign Repairs**

Mr. Santana-Vazquez opened the discussion.

Mr. Mendes reported HP Home Solution's assessment and A&E Home's assessment.

On Motion by Ms. Anderson, seconded by Mr. Santana-Vazquez, with all in favor, the Board of Supervisors approved the district manager and engineer to gather proposals for signs, for the Highland Meadows II Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-19,  
Designating the Meeting Schedule for  
Fiscal Year 2023-2024**

Mr. Mendes presented Resolution 2023-19 to the board of supervisors and asked if they had any questions. There were none.

On Motion by Ms. Anderson, seconded by Mr. Santana-Vazquez, with all in favor, the Board of Supervisors adopted Resolution 2023-19, Designating the Meeting Schedule for Fiscal Year 2023-2024, for the Highland Meadows II Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of a Field Manager  
Position for the Community**

Mr. Josmar Lopez (from A&E) stated that he did not get paid for installing lights.

Mr. Mendes questioned if the district paid for the solar lights weren't they to be donated?

Supervisor Lopez stated that the district paid for the cost of the solar lights not the service.

Counsel covered with the board what a field manager would be responsible for and able to do.

Ms. Anderson advised utilizing the current services the district has.

Counsel presented a resolution (2023-20) for the board to work in conjunction with the district manager.

Mr. Mendes reported to the board that district staff has been working with all vendors for overall presence of the district.

Ms. Anderson nominated herself to participate in working on resolution 2023-20.

On Motion by Ms. Anderson, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors rescinded Resolution 2023-14 and 2023-15, for the Highland Meadows II Community Development District.

On Motion by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Board of Supervisors are to accept resolution 2023-20, for the Highland Meadows II Community Development District.

**FOURTEENTH ORDER OF BUSINESS**                      **Consideration of Amenity Service Proposals**

Mr. Santana-Vazquez opened the discussion.

Mr. Josmar Lopez (from A&E) presented services for the board.

Discussion ensued amongst the board on all the options.

The board discussed in considering A&E's proposal. Mr. Lopez (from A&E) will be clear on the scope of service and item will be tabled for next meeting.

Motion failed by Mr. Santana-Vazquez to terminate HP and award A&E the discussed contract, with a majority vote of 4-1 opposed to the motion, for the Highland Meadows II Community Development District.

On Motion by Ms. Anderson, seconded by Mr. Santana-Vazquez, with a majority vote of 4-1 (Mr. Lopez Opposed), the Board of Supervisors approved district manager to work with counsel on negotiations with HP Home Solutions on new price, for the Highland Meadows II Community Development District.

**FIFTEENTH ORDER OF BUSINESS**                      **Consideration of Painting Proposals**

This item was tabled by the board of supervisors until the new Fiscal Year.

**SIXTEENTH ORDER OF BUSINESS**                      **Consideration of Addendum to Rizzetta & Company, Inc. District Management Agreement**

This item was tabled by the board of supervisors.

**SEVENTEENTH ORDER OF BUSINESS**                      **Staff Reports**

- A. District Counsel  
Counsel presented the ethics training update report to the board.
- B. District Engineer  
Mr. Wilson stated that he will look into visibility between nighthawk and woodtank.

Mr. Wilson will verify what can the board use construction funds for.

Mr. Wilson stated that he will do an erosion follow-up.

It is stated that the district manger and counsel will work together on fences blocking CDD areas behind nighthawk/sanderling.

**C. District Manager**

Mr. Mendes presented all the items and asked the board if they had any questions.

Discussion of no overnight parking with the exception of Holidays is tabled.

**EIGHTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

A member of the audience stated his is frustrated for the meeting running over fifty minutes.

Supervisor Lopez stated changing the parking rules is not fair to all residents.

Supervisor Lopez called for the resignation of Rizzetta.

Motion failed by Mr. Lopez for the resignation of Rizzetta, with a majority vote of 3-1 opposed to the motion (Ms. Anderson, Ms. Galbraith, and Ms. Moore opposed), for the Highland Meadows II Community Development District.
---

Mr. Mendes responded to all allegations by Supervisor Lopez.

Ms. Anderson commended Rizzetta for their performance.

Ms. Galbraith expressed frustrations with communication but stated Rizzetta is doing a good job.

Ms. Moore expressed frustration on board wanting to terminate companies. (Disagrees with Supervisor Lopez call for resignation.)

Mr. Lopez after failure of motion resigned for the Board of Supervisors for the Highland Meadows II Community Development District.

**NINETEENTH ORDER OF BUSINESS**

**Adjournment**



On a Motion by Ms. Galbraith, seconded by Ms. Anderson, with all in favor, the Board of Supervisors adjourned the meeting at 7:57 p.m. for the Highland Meadows II Community Development District.

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairperson/Vice Chairperson



Assistant Secretary



Chairperson/Vice Chairperson