

**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, **April 12, 2022** at 2:31 p.m. at the Holiday Inn, 200 Cypress Gardens Blvd., Winter Haven, FL and by Zoom.

Present and constituting a quorum:

Christopher Lopez	Vice Chairman
Brian Walsh	Assistant Secretary
Kristen Anderson	Assistant Secretary
Milton Andrade <i>joined late by Zoom</i>	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, KE Law Group
Alan Rayl	Rayl Engineering
Marshall Tindall	Field Services, GMS
Clayton Smith	Field Services Manager, GMS

*The following is a summary of the discussions and actions taken at the April 12, 2022 Highland Meadows II Community Development District's Regular Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and stated that there are three Supervisors present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that they would start with anything that is on the agenda, if anyone has public comment on those items. She noted that there will also be a public comment portion at the end of the meeting if anybody has any public comments on anything that is not on the agenda. She stated that they would go ahead and start with people on Zoom and then they would go to anyone who was there. She noted that as a reminder if they could try to keep their comments to three

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minutes, they will give everyone a chance who wants to speak. She stated that if they were on the Zoom line, they could use the raise hand feature to be called on if they have any comments on anything on the agenda. Seeing none, she opened it up to anything on the agenda for anyone who was present. Hearing none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 8, 2022  
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the March 8, 2022 Board of Supervisors meeting and asked for any questions, comments, or corrections to the minutes. Hearing none,

On MOTION by Mr. Walsh, seconded by Ms. Anderson, with all in favor, the Minutes of the March 8, 2022 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-02  
Approving the Proposed Fiscal Year  
2022/2023 Budget and Setting the Public  
Hearing to Adopt the Budget**

Ms. Burns stated that the upcoming fiscal year starts October 1, 2022 and runs through September 30, 2023. She noted that they are not approving a budget today. They are setting the public hearing where they will adopt that budget. She stated that she will go ahead and go through the budget and a couple of the changes that were made. She noted that this budget the Board agreed contemplates no increase to the assessments for each of the individual lots. They were able to look at some of the actuals and make some adjustments based on current contracts and they are comfortable working within that budget amount. If the Board has any changes, they can look at that and they would have to send a mailed notice. What they are presenting here does not have an increase.

Ms. Burns stated that a couple of items that changed was an increase in District management fees. She noted that they are proposing an increase for the upcoming fiscal year. A couple of reasons is one, when they transition to a resident-controlled Board, they generally have these lined up with the other meetings and a lot of times the residents will move that to later in the evening where it would be a stand-alone meeting. When it is developer controlled, there is a little bit of a discount. She noted that this is closer in line to what they would charge for a resident-

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controlled District. It's still a little bit less. Landscape maintenance, they were able to reduce to the actual amount of the contract, which was \$192,000. The prior year budget was based on estimates that they had because the phase 7 and 7-A were included in the contract at the time that that was adopted. That is based on the actual amount. The contingency for general field expenses was increased as well from \$10,000 to \$15,000. Security they left the same. The current security contract that the Board approved at the last meeting is a little over \$33,000. They left the \$38,000 with the idea that that would allow if they wanted to try to add a couple of days for peak holiday hours or add some extra shifts if the officers were available. She noted that if the Board wants to just go with what was approved, they could reduce that. She stated that they also lowered the electric down a little bit based on actuals. Amenity repairs and maintenance was increased from \$10,000 to \$15,000. The swimming pool contract was increased. That is based on the actual. There is going to be a price increase because they are using a lot more chemicals at that pool. She noted that especially with the leak issue they had and the price of chemicals going up, there is going to be an increase to the pool contract as well. She stated that \$7,500 was decreased. She noted that back when this budget adopted, they were doing 7 day a week cleaning during Covid, and this is to adjust back to the regular three day that was in the contract. The capital reserve transfer was doubled, so they transferred about \$99,000 this year and they are contemplating \$200,000. She noted that they believe that they have accounted for everything in the budget that is based on a contract amount allowing them to continue to provide the services and increase the amount that they are putting in reserves without having to increase people's assessments.

Ms. Burns stated that if anyone has anything else they want to add, they can change this budget, as long as they are not exceeding the per unit assessment up until the time that they adopt it. She noted that they don't need to make any minor changes like that today. It would just be if there was anything the Board is looking at that would increase assessments to the per unit that they would need to consider. She stated that if anyone has any questions on specific items, she would be happy to answer those. Mr. Lopez stated that for the security, he asked if they had extra money from the security for 2022. He asked if there was any extra money in that budget. Ms. Burns answered that they are not contemplating using all of it because of the \$38,000 they will be closer to the \$20,000. She noted that if they look at carry forward surplus of the top of the revenue, it is at the top of page one and shows all their revenue and it shows carry forward surplus of \$70,744. Some of those items that weren't used are allocated for those funds. She noted that they have used

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that to offset the assessments from having to raise them. She noted that the date they have proposed to adopt the budget is July 12, 2022 at 2:30 p.m.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, Resolution 2022-02 Approving the Proposed Fiscal Year 2022/2023 Budget and Setting the Public Hearing to Adopt the Budget for July 12, 2022 at 2:30 p.m., were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03 Approving the Use of Electronic Documents and Signatures**

Ms. Burns stated that this would allow the District to use DocuSign as opposed to actual printed and signed copies for most of their resolutions and agreements. Things that need to be notarized; they can still do paper copies. She stated that it will save on cost, and it saves the Chair from having to sign all the documents. She stated that if the Board agreed, they would just be looking for a motion to approve that.

On MOTION by Mr. Lopez, seconded by Ms. Anderson, with all in favor, Resolution 2022-03 Approving the Use of Electronic Documents and Signatures, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock stated she had no update. If the Board has any questions, just let her know.

**B. Engineer**

Mr. Rayl stated that he had provided a hard copy of the stormwater needs analysis report proposal.

**C. Field Manager's Report**

Mr. Smith summarized the Field Manager's report for the Board. He stated that they treated some additional ants along the area. He noted that they had someone clog the toilet in the restroom with a bunch of paper towels and it was cleared out. He stated that they replaced faulty UPS surge protector in the electrical room. He stated that the builder filled in sod. He noted that they are now

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moving to weekly mows for the landscaper. Mr. Smith stated that the sagging soccer gate was fixed. He stated that they reinstalled a dropped storm grate in Phase 4 that was likely tampered with. He noted that as far as Phase 3 common area improvements, he has some information on that that he will go into after the report. He stated that for the playground, he has sent all the information for the shade structure and over to some contractors to get prices. He is still waiting on that. He noted that they have to replace the sink in the women's restroom. It looks like someone stood on it and broke it off the wall. He noted they would be sourcing a new one and getting it replaced. He stated that one thing they are doing is updating Phase 7 and 7A by replacing 11, 25 mph speed limit signs with 15 mph signs. He stated that he went ahead and ordered those. He stated that for parking control, they are finalizing their map of exactly where they want all the signs to go. He stated that he thinks they are going to do it phase by phase, so it will be done in increments. He stated that the requests were to have the arrows on there, so they are discussing how to approach that because it is challenging to order. They are working through that and hopefully finalizing that soon. He stated that the sidewalk gap in Phase 4 that they discovered, they are going to go ahead and fill that in. Ms. Anderson asked if the signs in Phases 7 and 7A have been installed. Mr. Smith answered that they have not been installed yet. Ms. Anderson asked when the incorrect ones were installed. Ms. Burns stated that all the areas were installed with the signage that was approved per the plan which was the 25 mph. All the phases were reduced per the Board after. They were installed under development 2020 Phase 7 and 7A. Ms. Anderson asked if the 15 mph was approved before then. Ms. Burns answered that by the Board, not per what the county has in plans. Mr. Tindall stated that there was no way to avoid putting the 25 mph signs.

**i. Consideration of Phase 3 Tract A Irrigation Quotes** *(to be provided under separate cover)*

Mr. Smith stated that they are working with the city of Davenport for that specific area. There is currently a whip there. He noted that they were coordinating with them on whether they need permitting to put a meter. Unfortunately, they are a little difficult to work with. He stated that they are hoping to just have a meter set and put in their backflow. The cost on their end so far for the actual installation is \$2,450 to fill the whole area with irrigation, which is going to be two rotor zones and one spray zone along the curb and the sidewalk. He stated that it will fill in the entire area and will have it fully irrigated. The rotors will cover everything. He noted that it was good that they are dividing it into two zones instead of just one because the side of the whip is only

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about an inch. If they have to have Prince do the backflow, it is \$400. The variable is whatever the city of Davenport is going to charge them, if anything. As far as what their cost for the zone should be to fill in all the areas should be \$2,850 if they have to do the backflow. He stated that he is hoping that they can do the backflow rather than them because it will probably be a lot more if someone else has to do it. It is a slow process to get the meter out there, set up the account and install the irrigation.

Ms. Burns stated that they could wait until they have the information from the city, or they could approve a not to exceed for what Mr. Smith has outlined and then they could go ahead once the meter is set. She noted that they may want to do a little over that in case it's the city who asks to do the backflow. Ms. Anderson asked what they thought would be appropriate not to exceed. Mr. Smith stated that he hoped that with meter and everything they are not more than \$1,500-\$2,000, so the meter at \$5,500. He stated that the questions are whether they are going to install the backflow.

On MOTION by Ms. Anderson, seconded by Mr. Walsh, with all in favor, a Not to Exceed of \$5,500 for Meter and Backflow, was approved.

Ms. Burns stated that once they hear from the city, they will get that started if it is within that amount. If not, they will bring it back to the next meeting.

#### **D. District Manager's Report**

##### **i. Approval of Check Register**

Ms. Burns stated that the check register that is included in the package for review. The total amount is \$52,556.85 and is through the end of March. She stated that if anyone has any questions on any of the invoices, she can answer them. Otherwise, she asked for motion to approve.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Check Register, was approved.

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**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. She noted that these were through the month of February.

**iii. Announcing General Election Qualifying Period (Starting 12:00 PM Monday, June 13, 2022 and Ending 12:00 PM Friday, June 17, 2022)**

Ms. Burns stated there were two more seats transitioning over to residents this November. The qualifying period for that is Monday June 13<sup>th</sup> at noon through Friday June 17<sup>th</sup> at noon. She noted that anyone interested in running for those two seats would need to go to the Supervisor of Elections office in order to qualify during that time period. She stated that all the information would be provided by the Supervisor of Elections, if anyone had any questions on that.

Should no one qualify for those seats, they would be declared vacant after the November election and then the Board would be able to appoint to a qualified resident. The Supervisors who are in those seats currently would be retained until the time someone is appointed.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

Ms. Burns asked Ms. Anderson about the Little Library. Ms. Anderson stated that Mr. Lopez was wanting to put one in the Phase 3 area. They have not got it together yet. She noted that they just need the same approval for the other one to get it installed. Ms. Burns asked if Ms. Anderson wanted to wait to bring it back or if they needed to authorize the license agreement for the little library in Phase 3.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, Authorizing the License Agreement for Little Library in Phase 3, was approved.

Ms. Anderson asked if they would have a chance to look into the picnic tables for the tract. Mr. Lopez stated that yes that he had saw possibly four tables. He stated that he was going to get a price reduction. He noted that his goal was to get this all done for about \$8,000.

**EIGHTH ORDER OF BUSINESS**

**Public Comments**

Ms. Burns asked if anyone on the Zoom line has any public comments, they could use the Zoom raise hand feature to be called on. One person asked when they were going to start cutting

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grass in a certain area. The area in question is currently not accessible to landscaping crews due to residents installing fences through maintenance easements. Ms. Burns stated that they would get back in touch with the HOA to have them expedite a solution to the problem.

**NINTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

On MOTION by Mr. Walsh, seconded by Ms. Anderson, with all in favor, the meeting was adjourned.
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*Jill Burns*

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Secretary/Assistant Secretary

*Rennie Heath*

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Chairman/Vice Chairman