

**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, **October 12, 2021** at 2:38 p.m. at the Holiday Inn, 200 Cypress Gardens Blvd., Winter Haven, FL.

Present and constituting a quorum:

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

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Marshall Tindall	GMS
Clayton Smith	GMS
Residents	

*The following is a summary of the discussions and actions taken at the October 12, 2021 Highland Meadows II Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and stated that the Supervisors listed above were in attendance, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that this portion of the agenda was for residents who had any comments on agenda items listed.

One resident commented on the solar lights that were installed, stating that they were really nice and helpful.

Another resident commented it may be useful to put spotlights over the speed limit signs, and Ms. Burns responded that speed control falls under the control of the police department. He also asked if there was something they could do as far as speed bumps and Ms. Warren noted that they could but they would have to be approved by the city or county before being installed.

Another resident asked about the 225 signs that were supposed to be on the agenda, and Ms. Burns responded that they would discuss that item under Item #4.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 21, 2021 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the September 21, 2021 Board of Supervisors meeting and asked for any comments, corrections, or additions to the minutes. Hearing none, she asked for a motion to approve.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Minutes of the September 21, 2021 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Discussion Regarding the Addition of Traffic Signs Throughout the Community to Clarify the Parking and Towing Policy**  
*(requested by Supervisor Anderson)*

Ms. Anderson stated that residents had an issue with the lack of clarification regarding the parking and towing policy, adding that there wasn't enough signage. Mr. Tindall added that he counted that they would need between 200-225 12x18 signs to make the signage effective. He also stated that the project price would total to \$20,105.

Ms. Burns noted that at the previous meeting they had approved the Reserve study that would tell them how much they have in reserves, but that they didn't expect it until January.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Addition of NTE 225 Signs Throughout the Community with No Parking and 'This Side' Arrows, was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion Regarding Adding Solar Lights to All of the Mailboxes**  
*(requested by Supervisor Anderson)*

Ms. Anderson stated that she drove around the community to see what other areas needed solar lighting. She concluded that Areas 2A, 2B, and 4B could all use solar lighting. She stated that she would email Clayton the mailbox locations that could use lighting. Clayton will provide quotes.

**SIXTH ORDER OF BUSINESS**

**Consideration of Engagement Letter for Fiscal Year 2021 Audit Services**

Ms. Burns noted that the total amount for the engagement letter was \$3,685 with Berger Toombs, which was the District's current auditor. She asked if there were any questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Lopez, seconded by Ms. Anderson, with all in favor, the Engagement Letter for Fiscal Year 2021 Audit Services, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-01 Amending the District's Fiscal Year 2021 Budget**

Ms. Burns stated that the budget was for the year that ended September 30<sup>th</sup>, adding that the "Reserve Transfer" line item went 10% over budget, therefore they needed to bring it back to the Board to amend it. She asked if anyone had any questions, and hearing none, asked for a motion to approve.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, Resolution 2022-01 Amending the District's Fiscal Year 2021 Budget, was approved.

**EIGHTH ORDER OF BUSINESS**

**Review and Ranking of Proposals Received for District Engineering Services and Selection of District Engineer**

Ms. Burns stated that they had put out the RFP and had asked for various proposals but had only received one response from Rayl Engineering. She noted that the owner was Alan Rayl, whose qualification statement was included in the package.

Ms. Anderson asked if they were holding off on any projects until a new District Engineer was hired, and Ms. Burns responded the only projects that could be affected would be the Reserve

Study and the Stormwater Project. She asked if there were any questions, and hearing none asked for a motion to approve.

On MOTION by Ms. Anderson, seconded by Mr. Walsh, with all in favor, the Review and Ranking of Proposals Received for District Engineering Services and Selection of District Engineer, with Rayl Engineering Ranked #1 and the Authorization of Counsel to Draft Form of Agreement, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Series 2017 Assessment Area 4B/C Arbitrage Rebate Report – ADDED**

Ms. Burns stated that they were obligated to show that the District did not earn more interest than they paid on each bond series, adding on page 4 that there was a negative rebate amount so she asked for a motion for the Board to accept the findings in the report.

On MOTION by Mr. Lopez, seconded by Ms. Anderson, with all in favor, Series 2017 Assessment Area 4B/C Arbitrage Rebate Report, was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Warren stated she had nothing to report.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager's Report**

Mr. Smith summarized the Field Manager's report for the Board. Completed items include:

- Broken bracket at Phase 7 playground was fixed
- Vandalized soccer/ dog park fence gate was fixed
- Pressure-washing of monuments, fences, and walls completed
- Lights fixed
- Washout underneath sidewalk fixed

- **\*\*** *It was noted by Ms. Burns that the right of way that had trees complained about by the residents was the responsibility of the residents according to the HOA documents.*

In progress projects include:

- Keeping on top of the signage that was covered by the trees
- Color of Pool furniture decision, Board decided to go with lighter color
- Plans to turn Phase 3 Tract A, report was included, and the quotes were included for fencing, shaded area, water for dogs to drink, benches, and garbage cans. He noted it would be the second most expensive option while also requiring dog park rules, irrigation, and pothole meter. The second option included a basic multi-use park with sitting areas (tables and benches), irrigation, and shade structures. The third option would be a full-show park with 2 pavilions, benches, water, solar lights, 2 fenced entrances, and privacy fences. Ms. Anderson suggested the best option would be the multiuse park. Mr. Smith presented the idea that they could come up with a not-to-exceed amount for the project. Ms. Burns added that for the shade structures, it would be best to wait until the Reserve Study was completed. The Board decided it would be best to add items in phases, and that they would start off with the fencing first.

**i. Consideration of Installation of Fence at Lot Line**

Mr. Smith presented the consideration of installing the fence at the lot line, only including 105 feet with no gate, and the Board decided a not-to-exceed amount of \$4,500.

On MOTION by Ms. Anderson, seconded by Mr. Walsh, with all in favor, Installation of Fence at Lot Line for NTE \$4,500, was approved.

**ii. Consideration of Quotes to Paint End Cap (to be provided under separate cover)**

Mr. Smith stated the total cost for painting the end cap would be \$653, adding that it was approximately 30 linear feet around with the addition of a reflective treatment. Ms. Burns asked for a motion to approve.

On MOTION by Ms. Anderson, seconded by Mr. Lopez, with all in favor, the Quotes to Paint End Cap, was approved.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns stated the check register was in the Board package and asked for approval. The total was \$44,513.83. She asked for a motion to approve.

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

**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. With no questions, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Anderson requested that they extend out the security hours for the pool to 8 hours, 5 weeks after Labor Day and start 5 weeks before Memorial Day. Ms. Burns agreed.

Ms. Anderson also requested that they pressure wash the pool deck.

One resident asked if “child at play” signs could be installed at the parks, and the Board decided that they would order 3 signs for the playground areas, noting that it was \$200 per sign. The resident also asked if they would be able to purchase a sign that was specifically highlighting that there were kids with special needs within the community, and Ms. Burns replied that if they were to do that, then they would have to let everyone in the community have their own sign, so they decided against it.

October 12, 2021

Highland Meadows II CDD

**TWELFTH 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.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman