

**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 meeting of the Board of Supervisors of the Highland Meadows II Community Development District was held on **Thursday, October 19, 2023, at 3:30 p.m.** located at the Tom Fellows Community Center, located at 207 North Blvd. W., Davenport, FL 33837.

Present and constituting a quorum:

Deborah Galbraith	<b>Board Supervisor, Vice Chairperson</b>
Kristen Anderson	<b>Board Supervisor, Assistant Secretary</b>
Genelle Moore	<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>
Kristen Trucco	<b>District Counsel, LLEB</b>

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

A member of the audience voiced concerns about food at the pool.

A member of the audience nominated John G for CDD vacant seat.

A member of the audience commended the board on improved security.

A member of the audience suggested for district staff to check on Pentas and Merlin

A member of the audience voiced concerns for pool security.

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**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors meeting held on September 21, 2023**

Mr. Mendes presented the Minutes of the Board of Supervisors meeting held on September 21, 2023 and asked if any changes were requested. It was stated the amended minutes were not on the agenda. The board approved the corrected minutes.

On Motion by Ms. Galbraith, seconded by Ms. Anderson, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors meeting held on September 21, 2023, for the Highland Meadows II Community Development District.

**FOURTH ORDER OF BUSINESS**

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

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

On Motion by Ms. Anderson, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors ratified the operation and maintenance expenditures for September 2023 (\$75,434.51), for the Highland Meadows II Community Development District.

**FIFTH ORDER OF BUSINESS**

**Discussion on CDD Property behind Nighthawk & Sanderling**

Mr. Mendes opened the discussion and stated he completed the district manager inspection, created the report, and turned it over to counsel.

Counsel reported on their investigation of the blocked CDD areas and stated that they will have more updates at the next meeting.

**SIXTH ORDER OF BUSINESS**

**Discussion of Parking/Bolton**

Mr. Mendes opened the discussion and counsel gave an update on the matter.

The board requested to either place a sign or paint the curbs to signify the no parking.

It was stated to involve the district engineer in putting up signage or paint.

The board stated that they do not want to amend the rules/maps.

Ms. Anderson stated that she wants to discuss with Bolton about doing patrols 8:00 am – 6:00 pm on weekends. It is stated that district staff will pursue this.

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**SEVENTH ORDER OF BUSINESS**

**Discussion of Revised Security Hours & Services**

Mr. Mendes presented the discussion to the board.

Discussion ensued with the board.

Counsel suggested redoing the scope of service in the contract and the service hours.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Amenity Service Proposals**

Mr. Mendes presented the proposals to the board and asked if they had any questions.

Mr. Lopez stated that A&E will provide the contract for \$5,000.

Mr. Pastrana from HP Home Solutions presented a report from last months work and presented his proposal.

Ms. Anderson referred to Ms. Moore's comment "That we should stop changing vendors so often" and the rest of the board agrees.

On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of Supervisors approved to keep HP Home solutions as vendor with a revised proposal, for the Highland Meadows II Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Sign Repair Proposals**

Mr. Mendes presented the proposals to the board and asked if there were any questions.

Mr. Lopez from A&E stated that he can go down to \$4,200.

Mr. Pastrana from HP Home Solutions reported their proposal was \$2,156.

Mr. Lopez from A&E agreed to do the work for \$1,500.

Mr. Mendes stated that he needs to review amenity cameras for vandalism.

On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of Supervisors approved the A&E sign repair proposal with district staff approval, for the Highland Meadows II Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Phase 3 Fence Proposals**

Mr. Mendes presented the proposals to the board and asked if there were any questions.

Ms. Galbraith inquired on a violation the district engineer was to respond to.

On Motion by Ms. Anderson, seconded by Galbraith, with all in favor, the Board of Supervisors approved HP Home Solutions phase three fence proposal, for the Highland Meadows II Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Field Manager Proposals**

Mr. Mendes presented the proposals to the board and asked if there were any questions.

Counsel recommended that the board of supervisors reconsider if they need a field manager.

Ms. Moore stated that the community does not need a field manager.

Ms. Galbraith stated that the community does not need a field manager as well.

Ms. Anderson agreed with Ms. Moore and Ms. Galbraith.

Mr. Brizendine reported on the background, on why district staff submitted a proposal.

Mr. Pastrana from HP Home Solutions stated that he will report any immediate problems.

This agenda item was tabled by the board.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Designating an Assistant Secretary**

Mr. Mendes presented resolution 2024-02 to the board and asked if there were any questions.

On Motion by Ms. Anderson, seconded by Galbraith, with all in favor, the Board of Supervisors adopted resolution 2024-02; Designating an Assistant Secretary, for the Highland Meadows II Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Declaring Seat 5 Vacancy & Setting Deadline for Application**

Mr. Mendes presented resolution 2024-01 to the board and asked if there were any questions.

Counsel reported that Seat five's term expires November 2024. Inviting the public to run for the CDD seat next meeting and also stated application deadline is November 9th.

Ms. Anderson stated that she wants to announce this vacant seat to the residents.

Mr. Mendes stated that he will prepare an email blast to the HOA's to send communication to residents and also stated it to be put on announcement sheet at amenity center.

On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of Supervisors are to accept resolution 2024-01; Declaring Seat 5 Vacancy, for the Highland Meadows II Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Acceptance of Addendum to Rizzetta & Company, Inc. District Agreement**

Mr. Mendes presented the addendum to the board of supervisors and asked if there were any questions. There were none.

On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of Supervisors accepted the addendum to Rizzetta & Company, Inc. District Agreement, for the Highland Meadows II Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A.** District Counsel  
Counsel reported on everything they are working on.

Counsel reviewed phase 7 and 7a construction funds to the board.

It is recommended to work with the district engineer to suggest what to use these funds for.

Ms. Moore inquired if this can be repurposed. Counsel reported that it cannot.

Counsel stated that they can consult with bond counsel to see if it can be utilized.

On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of Supervisors approved the district engineer to investigate if this area is complete or needs improvements, for the Highland Meadows II Community Development District.

**B. District Engineer**

On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of Supervisors approved to initiate the district engineer to conduct annual report, for the Highland Meadows II Community Development District.

**C. District Manager**

Mr. Mendes opened the discussion on the shed removal. It was requested to try and seek reimbursement and if not to donate the shed if it is not considered scrap.

On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of Supervisors approved sign purchase of amenity center QR code (ensure sign code works), for the Highland Meadows II Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

A member of the audience inquired if a link could be set up for amenity card payment.

A member of the audience inquired if residents could get more than one amenity card per home.

A member of the audience inquired about the painting areas for no parking.

Supervisor Anderson inquired on vendor communication and emergency powers. Counsel clarified this inquiry.

Counsel stated that a review of the scope on emergency powers can be addressed at the next meeting.

Supervisor Moore stated that she was not paid for the last meeting.

Discussion ensued among the board members on the idea of creating a lost and found area/system. Counsel reported that they will get back to the board on that inquiry.



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SIXTEENTH 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 6:22 p.m. for the Highland Meadows II Community Development District.



Assistant Secretary



Chairperson/Vice Chairperson

