

**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 **December 29, 2023, at 4:30 p.m.** located at Shamrock First Baptist Church located at 2661 Marshall Rd., Haines City, FL 33844.

Present and constituting a quorum:

Miguel Santana	<b>Board Supervisor, Chairman</b> <i>(Appointed Assistant Secretary)</i>
Deborah Galbraith	<b>Board Supervisor, Vice Chairperson</b> <i>(Newly Appointed Chairperson)</i>
Kristen Anderson	<b>Board Supervisor, Assistant Secretary</b> <i>(Newly Appointed Vice Chairmen)</i>
Genelle Moore	<b>Board Supervisor, Assistant Secretary</b>
Joellen Dibrango	<b>Board Supervisor, Assistant Secretary</b> <i>(Newly Appointed)</i>

Also present were:

Brian Mendes	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Scott Brizendine	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Kristen Trucco	<b>District Counsel, LLEB</b>
Mark Wilson	<b>District Engineer, Kimley-Horn</b>
Hector Pastrana	<b>Handyman Services, HP Home Solutions</b>
Micheal Thomas	<b>Eve Pro Solutions, Electrician</b>

Audience **Present**

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A member of the audience commented on residency concerns with the chairman. The audience member requested proof of residency (ID) and commented on concerns with A&E vendor, stating the board needs more bids to consider before approving.

Mr. Santana responded to the audience members comments by providing his ID and stated you do not need to be a resident to be on the board. Counsel disagreed.

A member of the audience commented on issues with turnover between professional staff. Also commented that the board has not been able to efficiently make it through a meeting agenda and stated he does not want to change district staff.

A member of the audience made comments on how the CDD operates. He also commented that his residents were receiving flyers.

A member of the audience inquired about the fifth board member seat.

A member of the audience inquired about the mulch and speed bumps.

A member of the audience inquired on Inframarks proposals and stated that it takes time for companies to work together. She also inquired about parking issues.

A member of the audience stated when the women board members ran the meeting it was more efficient. He also expressed concerns with the fence.

A member of the audience stated history of the CDD.

A member of the audience stated the board needs to keep district staff. He also stated he is against the sod replacement and that a fifth board member needs to be elected.

A member of the audience stated that the board needs to get along with district staff and commented on issues with lights on Patterson 1056 Zion Dr.

A member of the audience inquired why are we going through so much turn over.

A member of the audience also comments on issues with lights on Patterson 1056 Zion Dr. and parking issues.

A member of the audience commented on issues with parking.

### **THIRD ORDER OF BUSINESS**

### **Consideration of Minutes of the Board of Supervisors Meeting held on November 30, 2023**

Mr. Santana presented the meeting minutes and asked if the board requested any changes. No changes were requested.

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 November 30, 2023, for the Highland Meadows II Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Ratification of Operations &  
Maintenance Expenditures for October  
2023**

Mr. Mendes presented the operation and maintenance expenditures for October 2023 and asked if there were any questions.

Ms. Anderson inquired about either the Duke or water expense being broken up between months.

Ms. Galbraith inquired the same.

On Motion by Ms. Anderson, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors ratified the maintenance expenditures for October 2023 (\$46,092.51), for the Highland Meadows II Community Development District.

**FIFTH ORDER OF BUSINESS**

**Discussion of Seat 5 Applicants**

Agenda item moved to first business item order.

On Motion by Mr. Santana, seconded by Ms. Moore, with all in favor, the Board of Supervisors approved to vote in 5<sup>th</sup> board member seat, for the Highland Meadows II Community Development District.

Ms. Cologn presented herself to the board and stated she has experience in government.

Mr. Dewolf presented himself to the board and stated he has background in law. Also, stated he supports Jose Sanchez.

Ms. Munyon presented herself to the board and stated she has background in management.

Ms. Dibrango presented herself to the board and stated she is here to work with everyone.

Mr. Sanchez presented himself to the board and stated he has background of as a technical engineer and in sales.

Mr. Guzikowski presented himself to the board and stated he is the president of 3A's HOA and has background with the Orlando sentinel.

Mr. Morgan presented himself to the board and stated he has 20 years in window and door industry.

Supervisor Anderson nominated Mr. Sanchez.

Supervisor Santana nominated Ms. Dibrango

Supervisor Galbraith nominated Ms. Dibrango and Mr. Morgan

Supervisor Moore nominated Mr. Morgan and John.

On Motion by Mr. Santana, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors nominated Ms. Dibrango for Seat 5, for the Highland Meadows II Community Development District.

**SIXTH ORDER OF BUSINESS**

**Resignation of Rizzetta & Company, Inc.**

Mr. Mendes presented Rizzetta's resignation.

Mr. Santana made claim that Rizzetta did not manage the pool properly.

Mr. Pastrana from HP Home Solutions reported.

**SEVENTH ORDER OF BUSINESS**

**Resignation of Latham, Luna, Eden & Beaudine LP**

Ms. Trucco presented LLEB LP's resignation.

On Motion by Ms. Moore, seconded by Ms. Anderson, with all in favor, the Board of Supervisors opened public comments, for the Highland Meadows II Community Development District.

It is requested that LLEB stay with the district.

On Motion by Ms. Moore, seconded by Ms. Anderson, with all in favor, the Board of Supervisors closed public comments, for the Highland Meadows II Community Development District.

**Failed** Motion by Ms. Anderson, to nominate herself as chairperson, for the Highland Meadows II Community Development District.

On Motion by Ms. Moore, seconded by Ms. Anderson, with all in favor, the Board of Supervisors appointed supervisor Galbraith as chairperson, for the Highland Meadows II Community Development District.

On Motion by Ms. Anderson, seconded by Mr. Santana, with all in favor, the Board of Supervisors opened public comments, for the Highland Meadows II Community Development District.

On Motion by Ms. Moore, seconded by Ms. Anderson, with all in favor, the Board of Supervisors closed public comments, for the Highland Meadows II Community Development District.

On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of Supervisors appointed supervisor Anderson as vice chairperson, for the Highland Meadows II Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of District Management Proposals  
(Under Separate Cover)**

Inframark, Breeze, and NPG were presented as consideration.

The board requested this item be tabled for January's meeting.

The board requested to publicize bids for management services.

Breeze presented their proposal for district management services.

NPG withdrew their bid for District management services and state they are pursuing litigation claims against the board and district staff.

**NINTH ORDER OF BUSINESS**

**Consideration of Pool Services Proposal**

HP Home solutions, 5-Star, and Roberts all had proposals submitted.

JP from Roberts presented \$76,000 pool resurface proposal to the board. He also states the project would take 3 weeks to complete.

It is stated the district engineer will analyze the pool.

**TENTH ORDER OF BUSINESS**

**Discussion of Playground Enhancements**

Mr. Mendes presented the discussion.

Mr. Mendes stated that he will gather proposals to enhance both playgrounds.

It is requested by the board to ask EGIS to attend the next meeting.

**ELEVENTH ORDER OF BUSINESS**

**Discussion of Reserve Accounts**

Mr. Brizendine presented the discussion.

On Motion by Ms. Galbraith, seconded by Mr. Santana, with all in favor, the Board of Supervisors approved working with district manager on reserve accounts, for the Highland Meadows II Community Development District.

It is stated that the construction funds are to be inspected by the district engineer on this item.

Counsel commented these are to be used for Phase 7.

On Motion by Mr. Santana, seconded by Ms. Dibrango, with all in favor, the Board of Supervisors approved the certificate of completion, for the Highland Meadows II Community Development District.

#### **TWELFTH ORDER OF BUSINESS**

#### **Discussion of Resodding Soccer Field and Dog Park**

It was stated that an e-blast was sent out on this agenda item.

District staff is awaiting the engineer to inspect the area.

#### **THIRTEENTH ORDER OF BUSINESS**

#### **Ratification of FY 21-22 Audit**

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

The board ratified the Chairman's acceptance of the Fiscal Year 2021-2022 financial audit.

On Motion by Ms. Anderson, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors ratified the chairman's acceptance of the Fiscal Year 2021-2022 financial audit, for the Highland Meadows II Community Development District.

#### **FOURTEENTH ORDER OF BUSINESS**

#### **Consideration of Fence Repair Proposal**

The fence proposals from HP Home Solutions (\$9,096.87) and A&E (\$13,060) are presented to the board.

Motion by Ms. Anderson, seconded by Ms. Moore **failed**, with a vote of 3-2 opposed (Supervisors Galbraith, Santana, and Dibrango opposed) to award HP Home Solutions fence repair contract, for the Highland Meadows II Community Development District.

On Motion by Ms. Galbraith, seconded by Ms. Moore, with a majority vote of 3-2 in favor, (Supervisors Santana and Anderson opposed) the board tabling the agenda item, for the Highland Meadows II Community Development District.

On Motion by Ms. Moore, seconded by Ms. Anderson, with a majority vote of 4-1 in favor, (Supervisor Santana opposed) the Board of Supervisors awarded HP Home Solutions the fence repair contract, for the Highland Meadows II Community Development District.

The electrician reported on monument repairs.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Meeting Space Proposal**

On Motion by Ms. Moore, seconded by Ms. Dibrango, with all in favor, the Board of Supervisors approved Shamrock Church as primary meeting space, for the Highland Meadows II Community Development District.

**SIXTEENTH ORDER OF BUSINESS**

**Ratification of Rizzetta & Company, Inc. Proposal for Landscape Inspection Services**

Mr. Mendes presented the proposal 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 a majority vote of 4-1 in favor, (Supervisor Santana opposed) the Board of Supervisors ratified Rizzetta's proposal for landscape inspection services, for the Highland Meadows II Community Development District.

**SEVENTEENTH ORDER OF BUSINESS**

**Ratification of Rizzetta & Company, Inc. Proposal for Landscape & Irrigation Maintenance Specification Development**

Mr. Mendes presented the proposal 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 a majority vote of 4-1 in favor, (Supervisor Santana opposed) the Board of Supervisors ratified Rizzetta's proposal for landscape & irrigation maintenance specification development, for the Highland Meadows II Community Development District.

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**EIGHTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Counsel presented report to the board.

Counsel addressed residency concerns by explaining what a qualified elector is.

Counsel stated that the resident on 2140 Nighthawk Drive grants CDD approval. Resident requested CDD to cover cost on installing a gate. It is stated that the gate will allow access to the landscape vendor.

On Motion by Ms. Anderson, seconded by Ms. Moore, with all in favor, the Board of Supervisors approved writing up contract memorializing agreement with resident subject to final approval by the chair, for the Highland Meadows II Community Development District.

Counsel touched on public hearing on January for parking rules/procedures.

It requested by the board for district staff to investigate where semi-trucks are parking.

**B. District Engineer**

No Report.

**C. District Manager**

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

**NINETEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

A member of the audience expressed concerns with parking. District staff responded and touch on public hearing coming up on the matter.

A member of the audience commented on the public hearing.

A member of the audience commended the board on getting through the agenda. He commented on parking and vendor management.

Mr. Santana stated that he will send amendment information.

Mr. Santana requested Ms. Anderson emails with Rizzetta through public records request.



Mr. Santana stated he would like to withdraw his request.

Discussion ensued amongst the board for the next workshop to be held on February 1<sup>st</sup> at 5:00pm at the church.

**TWENTIETH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Moore, seconded by Ms. Dibrango, with all in favor, the Board of Supervisors adjourned the meeting at 9:39 p.m. for the Highland Meadows II Community Development District.

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Assistant Secretary

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Chairperson/Vice Chairperson

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