

**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 **January 18, 2024, at 4:30 p.m.** located at the **Balmoral Event Center** located at **116 Kenny Blvd, Haines City, FL 33844.**

Present and constituting a quorum:

Deborah Galbraith	<b>Board Supervisor, Chairperson</b>
Kristen Anderson	<b>Board Supervisor, Vice Chairperson</b>
Miguel Santana	<b>Board Supervisor, Assistant Secretary</b>
Genelle Moore	<b>Board Supervisor, Assistant Secretary</b>
Joellen Dibrango	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Brian Mendes	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Scott Brizendine	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Bryan Schaub	<b>Landscaper, Rizzetta &amp; Company, Inc.</b>
Kristen Trucco	<b>District Counsel, LLEB</b>
Ricky Mills	<b>District Engineer, Kimley-Horn</b>
Kristina Rudez	<b>District Insurance Rep., EGIS Insurance</b>
Gina Perez	<b>President of Perez-Calhoun Law</b>
Patrica Thibault	<b>Breeze</b>
Josmar Lopez	<b>A&amp;E Dream Homes</b>

Audience **Present**

**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 commented on the agenda items and stated issues with multiple meeting spaces.

A member of the audience advised the board to gather more legal bids.

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A member of the audience stated the board needs more ethics training. He requested the board to consider his presented documents. He also stated several issues within the community.

A member of the audience commented on the Phase three fence project and expressed her dissatisfaction of the fence installed.

A member of the audience commented on zoning issues and trucks that are parked on Patterson.

A member of the audience inquired on the public hearing.

A member of the audience inquired on trucks that are parked on Patterson.

**THIRD ORDER OF BUSINESS**

**Landscape Inspection Report  
(Under Separate Cover)**

Mr. Schaub presented to the report to the board.

Ms. Anderson commented on mulch proposal for the playground.

Mr. Schaub stated that Prince and Sons are working on it.

Mr. Schaub presented Landscape proposal to the board on Tab 3 of the meeting agenda.

On Motion by Mr. Santana, seconded by Ms. Anderson, with all in favor, the Board of Supervisors approved the proposal for dead plant replacement for a total of \$1,678, for the Highland Meadows II Community Development District.

Mr. Mendes requested to rearrange the agenda for the district engineer and EGIS to present.

Counsel recommended to open the request for public comment.

On Motion by Ms. Moore, seconded by Ms. Dibrango, with a majority in favor, (vote of 4-1, Supervisor Santana opposed), the Board of Supervisors opened public comments, for the Highland Meadows II Community Development District.

A member of the audience commented on landscaping.

A member of the audience inquired about how vendors are paid.

A member of the audience inquired if the board will continue to rush through meetings.

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

On Motion by Ms. Galbraith, seconded by Ms. Dibrango, with all in favor, the Board of Supervisors approved rearranging agenda items, for the Highland Meadows II Community Development District.

Ms. Rudez briefed the board on standard practice and recommendations when it comes to insurance coverage. She also commented on recommendations for professional staff.

Ms. Anderson inquired on specification of experience for professional staff. Ms. Rudez responded to the inquiry.

Ms. Anderson inquired if the district manager should manage vendors. Ms. Rudez responded yes.

Ms. Anderson inquired if the board should heed district staff's recommendations. Ms. Rudez responded yes.

Mr. Mills briefed the board about several project and items they are working on.

Mr. Mills briefed the board on the fence repairs.

Mr. Mills briefed the board on the stormwater depression underway and stated they are awaiting proposals from Duke.

Mr. Mills informed the board that the annual inspection report will be ready in March.

Mr. Mills briefed the board on the overlay of the soccer field and recommended the board move forward with the landscape proposals.

Mr. Mills briefly commented on the pool inspection and commented the districts pool vendor should be talked too. Mr. Mendes stated that he is gathering bids for this for next meeting.

Mr. Mills spoke about certificate of completion for Phase 7. He stated that he has reached out to "Wood and Associates" (The former district engineer when the community was developed).

Ms. Anderson commented that Mr. Wood of Wood & Associates may have passed away.

Counsel commented on the certificate of completion.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting held on December 29, 2023**

Mr. Mendes presented the minutes for the meeting and asked if any changes were requested.

Counsel stated on line 332 there is a grammatical error. "Counsels" should be "counsel".

Ms. Anderson inquired if adjustments were made from her emailed revisions. It was stated they were not.

On Motion by Mr. Santana, seconded by Ms. Galbraith, with a majority in favor, (vote of 3-2, Supervisor Anderson and Moore opposed), the Board of Supervisors approved tabling the minutes until next meeting, for the Highland Meadows II Community Development District.

Motion **failed** by Ms. Moore, seconded by Ms. Anderson, with a majority in not favor, (vote of 3-2, Supervisor Dibrango, Santana, and Galbraith opposed), for the Board of Supervisors approving the minutes in substantial form, for the Highland Meadows II Community Development District.

**FIFTH ORDER OF BUSINESS**

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

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

Mr. Santana inquired on HP Home solution expenditures. Mr. Mendes responded to the inquires.

Mr. Santana inquired why legal fees were so high.

Counsel responded to the inquiries and stated they sent a break down of all their phone calls with Mr. Santana. Counsel commented that the majority of the calls came from a supervisor.

Mr. Santana inquired on why the district manager is calling district counsel.

Mr. Mendes responded that all phone calls between him and district counsel were either board directed or on matters relating to the various projects throughout the

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community. He also commented that it is standard practice for district staff to communicate with one another as it pertains to the district's operation.

Counsel agreed with Mr. Mendes.

Ms. Galbraith commented on her phone calls to district counsel.

On Motion by Ms. Moore, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors ratified the maintenance expenditures for November 2023 (\$61,024.09), for the Highland Meadows II Community Development District.

## SIXTH ORDER OF BUSINESS

## Discussion of District Counsel

Mr. Mendes opened the discussion to the board.

Ms. Perez presented their proposal for district counsel services to the board.

Ms. Anderson inquired on the insurance coverage and experience dealing with municipal law of the presenting law firm.

Ms. Anderson inquired on how many CDD's they currently represent. Ms. Perez responded they currently only manage Concord Estates CDD but are involved in three.

Ms. Anderson inquired who the chair for Concord Estates is. Ms. Perez responded Victor Cruze.

Ms. Anderson inquired on how long they have managed Concord Estates. Ms. Perez responded since September of 2022.

Ms. Anderson inquired about pricing.

Ms. Anderson inquired on standard practice with vendor agreements and if it is recommended. Ms. Perez responded that all vendors should have agreements to work.

The board inquired on negotiation pricing. Ms. Perez stated that she will send a revised bid.

Ms. Anderson inquired on presenting counsel's opinion to publicize for workshops. Ms. Perez responded to publish with the appropriate amount of time, the minimum being two weeks.

Ms. Anderson inquired on presenting counsel's amount of CDD's they defended against. Ms. Perez is unsure.

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Ms. Anderson stated that the board should gather more bids for counsel and request Latham Luna stay until February's meeting. She also stated that the board should run an ad for district counsel proposals.

Counsel agreed to stay on until February's meeting with contingency that Rizzetta does the same.

Mr. Santana stated that the board needs to move forward with the proposal presented.

Discussion ensued amongst the board to open public comments to hear what residents say on presenting counsel's bid.

On Motion by Ms. Dibrango, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors opened public comments with a time limit of thirty seconds, for the Highland Meadows II Community Development District.

Members of the audience voiced their opinion to not wait till next meeting for other district counsel proposals.

Members of the audience voiced their opinion to wait till next meeting for other district counsel proposals.

It was ultimately determined that more residents did request the board wait to obtain more legal proposals.

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

Discussion ensued amongst the board and district staff.

The board inquired if presenting counsel will extend their bid until next meeting. Ms. Perez agreed.

Ms. Galbraith addressed the residents and stated the board will keep the current district counsel until next meeting.

On Motion by Ms. Dibrango, seconded by Ms. Moore, with a majority in favor, (vote of 4-1, Supervisor Santana opposed), the Board of Supervisors approved running an ad for district counsel proposals, for the Highland Meadows II Community Development District.

## SEVENTH ORDER OF BUSINESS

## Consideration of District Manager Proposals (Under Separate Cover)

Patrica from Breeze presented their proposal for district management to the board.

Ms. Anderson asked on clarity for field inspection section of the proposal. Patrica from Breeze responded to the inquiry.

Ms. Anderson inquired on the newsletter section of the proposal. Patrica from Breeze responded to the inquiry.

Ms. Galbraith inquired on charges for meeting over three hours. Patrica from Breeze responded to the inquiry.

Artemis presented their proposal for property management to the board.

Ms. Anderson inquired on the largest community they manage. Artemis responded to the inquiry.

Ms. Anderson inquired on which CDD they manage. Artemis responded they manage none, but it is something they want to get into.

Ms. Galbraith inquired on Highland Meadows CDD II being their first CDD. Artemis responded they are prepared.

Avid resends their proposal for district management. The board inquired on why, and Avid responded they would rather state the reason off the record.

Discussion ensued amongst the board.

On Motion by Ms. Dibrango, seconded by Ms. Moore, with a majority in favor, (vote of 4-1, Supervisor Santana opposed), the Board of Supervisors awarded Breeze the contract for district management, for the Highland Meadows II Community Development District.

On Motion by Ms. Moore, seconded by Ms. Dibrango, with all in favor, the Board of Supervisors called a recess to the meeting, for the Highland Meadows II Community Development District.

Supervisor Santana excused himself for the remainder of the meeting.

On Motion by Ms. Moore, seconded by Ms. Dibrango, with all in favor, the Board of Supervisors resumed the meeting, for the Highland Meadows II Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Dead Plants  
Replacement Proposal**

*This item was discussed and approved earlier in the meeting.*

**NINTH ORDER OF BUSINESS**

**Public Hearing for Rule  
Making Related to the  
Establishment and  
Confirmation of Rules for  
Parking & Towing, Rules of  
Procedure, and Amenity  
Policies & Rates**

It is requested to rearrange agenda items in relation to the public hearing.

Agenda item regarding A&E moves up before the public hearing.

On Motion by Ms. Galbraith, seconded by Ms. Moore, with all in favor, the Board of Supervisors opened the discussion regarding the rearranged agenda item, for the Highland Meadows II Community Development District.

Mr. Mendes inquired on executed agreement that is still not completed for "emergency fence project". A&E responds they will send it over.

Ms. Anderson inquired on licensing A&E has. A&E chooses not to respond. It is stated district staff going to look into licensing A&E has.

On Motion by Ms. Galbraith, seconded by Ms. Moore, with all in favor, the Board of Supervisors closed the discussion regarding the rearranged agenda item, for the Highland Meadows II Community Development District.

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

A member of the audience stated she does not have major parking issues but stated some safety concerns with street parking.

A member of the audience stated parking has been a consistent issue and commented on some safety concerns. He also mentioned there have been arguments throughout the community because of parking issues.



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A member of the audience inquired there is no ATV's on the rules, and also inquires on abandoned vehicles. She also commented on speed bumps.

A member of the audience inquired on why his oversized vehicle was towed.

A member of the audience stated he does not have major parking issues.

A member of the audience inquired on why there is an issue with parking near the mailboxes.

A member of the audience recommends no overnight street parking from 12am to 6am.

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

Counsel reviewed the recommendations on the community rules.

Ms. Anderson inquired on amenity policy and commented on comments from the public.

Ms. Dibrango commented on issues with parking.

Conversation commenced between the board.

The board determined there will be no overnight street parking between the hours of 12am to 6am for Phase three of the community.

It is stated the district manager will work with district counsel to finalize the community parking and procedures map.

Mr. Mendes stated he will gather parking sign proposals for phase three no overnight parking.

Ms. Galbraith inquired on previous residents that were towed.

Counsel reviewed all recommendations for revising the community "Amenity Rules" to the board.

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

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**TENTH ORDER OF BUSINESS**

**Consideration of Towing Service Agreement Proposals**

Counsel opened the discussion and Mr. Mendes presented proposals to the board.

On Motion by Ms. Dibrango, seconded by Ms. Galbraith, with all in favor, the Board of Supervisors awarded Bolton the towing contract contingent on counsel creating an agreement for Bolton's services. If Bolton refuses to sign the agreement drafted by counsel the BOS approves the DM to work with supervisor Moore on approving the agreement provided by Boltons, for the Highland Meadows II Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of 2024-04, Adopting Rules**

Mr. Mendes presented resolution 2024-04 to the board and asked if they had any questions. There were none.

On Motion by Ms. Galbraith, seconded by Ms. Anderson, with all in favor, the Board of Supervisors adopted resolution 2024-04; Adopting Rules, for the Highland Meadows II Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

The agenda item for the 2023 Form 1 New Electronic Method is tabled.

Counsel discussed agreement with Mr. Russel, the resident willing to give the CDD access to the landscape tract behind nighthawk. The resident requested a revision to the final agreement, and the board agreed to the terms.

**B. District Engineer**

**Agenda items were discussed earlier in the meeting.**

**C. District Manager**

The agenda item for the phase three fence project is tabled.

Mr. Mendes stated he is preparing an e-blast to the HOA directors.

Mr. Mendes presented the depression situation on 1471 Wood Lark to the board.

On Motion by Ms. Moore, seconded by Ms. Anderson, with all in favor, the Board of Supervisors approved delegating authority to approve depression proposal in between meetings (the district manager to work with Supervisor Galbraith), for the Highland Meadows II Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

A member of the audience commended the board on their performance. He also makes comments on supervisor Santana threatening residents with police officer throwing out residents.

A member of the audience also commended the board on their performance.

Supervisor Dibrango stated the district needs shorter meeting agendas.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Dibrango, seconded by Ms. Anderson, with all in favor, the Board of Supervisors adjourned the meeting at 10:04 p.m. for the Highland Meadows II Community Development District.



Assistant Secretary



Chairperson/Vice Chairperson