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On a Motion by Ms. Brown, seconded by Ms. Baxter with all in favor, the Board of Supervisors approved the minutes for the regular meeting held on January 23, 2018 for Highlands Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for January  
2018**

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A discussion ensued regarding a Fishkind invoice. Several Board members asked questions about line items on the monthly financial statement.

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On a Motion by Ms. Brown, seconded by Mr. Jones with all in favor, the Board of Supervisors approved the operation and maintenance expenditures for January 2018 (\$85,462.21) for Highlands Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Review of Vendor Maintenance Reports**

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Mr. Roethke presented an update from the landscaper since Mr. Swanson could not make it to the meeting. There are several landscape proposals that Mr. Roethke also presented to the Board, which included irrigation repairs and plant replacements. The Board asked questions about maintenance items, such as sod replacement.

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On a Motion by Mr. Thomka, seconded by Ms. Brown with all in favor, the Board of Supervisors approved the proposals from Swanson & Sons for irrigation repairs and landscape replacements at a cost of \$7,948.00 for Highlands Community Development District.

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On a Motion by Mr. Jones, seconded by Ms. Thomka with all in favor, the Board of Supervisors approved the proposal from Swanson & Sons for viburnum replacements at a cost of \$3,071.00 for Highlands Community Development District.

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Mr. Roethke presented reports for aquatics janitorial, and pool services to the Board. Ms. Brown discussed issues with the current janitorial services to the Board.

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**SIXTH ORDER OF BUSINESS**

**Discussion Regarding Security Footage  
Procedures**

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The Board discussed authorization for active security camera monitoring by Board supervisors. Mr. Thomka updated the Board that he has spent approximately 2-3 minutes total viewing the security cameras since the last meeting. The Board has no issues with this procedure, but Ms. Baxter discussed an issue with the security guard vendor having access to view the cameras

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75 remotely when not on site. The Board directed Ms. Brown to turn this access off.

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77 **SEVENTH ORDER OF BUSINESS**

**Discussion Regarding Security Services**

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79 The Board discussed the current security services provided by the onsite vendor, First Coast  
80 Security Services. A discussion ensued regarding the pros & Cons of having security onsite. The  
81 Board directed Ms. Brown to update the schedule as needed in order to stay within budget while  
82 patrolling the community as effectively as possible.

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84 **EIGHTH ORDER OF BUSINESS**

**Ratification of Proposal for Waste  
Services**

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87 Mr. Roethke presented a proposal from waste connections for a smaller container that will save  
88 the District money on a monthly basis.

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On a Motion by Mr. Thomka, seconded by Ms. Baxter with all in favor, the Board of Supervisors ratified the proposal from Waste Connections for trash services at a cost of \$113.28 for Highlands Community Development District.

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91 **NINTH ORDER OF BUSINESS**

**Consideration of Proposals for Pond  
Maintenance**

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94 Mr. Roethke presented the proposals for pond maintenance to the Board. There is a proposal  
95 from Aquatic Systems to add ponds on to their existing contract, and also a new proposal from  
96 Horner Environmental.

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On a Motion by Mr. Thomka, seconded by Ms. Brown with all in favor, the Board of Supervisors approved the proposal from aquatic systems for pond maintenance at a cost of \$1,448.00 for Highlands Community Development District.

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99 **TENTH OF BUSINESS**

**Consideration of Proposals for  
Maintenance Repair**

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102 Mr. Roethke presented the proposals for maintenance repair to the Board. Ms. Brown numbered  
103 the items on the proposal in order of priority. The Board decided to approve all items in the  
104 proposal.

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On a Motion by Mr. Thomka, seconded by Ms. Baxter with all in favor, the Board of Supervisors approved the proposal from Andy On Call for all items on the proposal at a cost of \$2,460.00 for Highlands Community Development District.

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109 **ELEVENTH OF BUSINESS** **Establishment of Audit Review Committee**  
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111 Mr. Roethke informed the Board that they will need to start the process for a new audit RFP. The  
112 Board will need to set an audit review committee and set a date, time, and location for the first audit  
113 review committee meeting in order to review and approve the audit RFP materials.  
114

On a Motion by Mr. Jones, seconded by Mr. Franklin with all in favor, the Board of Supervisors set the first Audit Review Committee Meeting For Tuesday March 27<sup>th</sup> at 7:00 p.m. at the Ayersworth Glen Clubhouse for Highlands Community Development District.

115 **TWELFTH OF BUSINESS** **Consideration of Proposal for Fence**  
116 **Repairs**  
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118

119 Mr. Roethke presented the proposals for fence repairs to the Board. Ms. Brown reviewed the details  
120 of this proposal with the Board.  
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On a Motion by Mr. Thomka, seconded by Mr. Jones with all in favor, the Board of Supervisors approved the proposal from Capstone for fence repairs at a total cost of \$2,085.00 for Highlands Community Development District.

122 **THIRTEENTH ORDER OF BUSINESS** **Staff Reports**  
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125 **A. District Counsel**  
126 No report  
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128 **B. District Engineer**  
129 District engineer was not present. Ms. Baxter asked for an update on monument lighting.  
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131 **C. District Manager**  
132 Mr. Roethke stated that the next Board of Supervisor's meeting will be held on  
133 Tuesday March 27, 2018 at 7:00 p.m. at the Ayersworth Glen Clubhouse, 11102  
134 Ayersworth Glen Boulevard, Wimauma, Florida 33598.  
135 Mr. Roethke informed the Board of a realtor event currently advertised for March 4<sup>th</sup> in  
136 the Clubhouse. They will serve pizza and will hand out bottles of wine to attendees. The  
137 wine will not be opened on site and the realtor will verify IDs to ensure wine in not given  
138 to anyone underage. The Board has no issues with this taking place as advertised.  
139

140 **D. Clubhouse Manager**  
141 Ms. Brown Reviewed the clubhouse manager report with the Board. A discussion ensued  
142 regarding several maintenance items. Ms. Brown presented a proposal for a playground  
143 shade structure for over \$24,000.00 The Board did not approve this. The Board discussed  
144 options for purchasing a power washer or hiring a vendor to provide power washing  
145 services. Ms. Brown asked the Board if they would like to set aside a minimal amount of  
146 funds for events each month.  
147  
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On a Motion by Mr. Baxter, seconded by Mr. Franklin with all in favor, the Board of Supervisors approved the expenditure to allow \$75.00 per month for events for Highlands Community Development District.

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Ms. Brown Presented the Resident request / Concern Log to the Board

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**FOURTEENTH SIXTH ORDER OF BUSINESS**

**Supervisor Requests**

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Ms. Baxter asked a question about landfill issues

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Ms. Brown asked for a decision on pressure washer

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On a Motion by Mr. Thomka, seconded by Mr. Franklin with all in favor, the Board of Supervisors approved the purchase of a pressure washer not to exceed \$ 249.00 for Highlands Community Development District.

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**FIFTEENTH ORDER OF BUSINESS**

**Audience Comments**

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There were no audience comments

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**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

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On a Motion by Mr. Franklin, seconded by Mr. Thomka, with all in favor, the Board of Supervisors adjourned the meeting at 9:11 p.m. for Highlands Community Development District.

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Secretary  Assistant Secretary

  
Chairman/Vice Chairman

**Highlands CDD**

**EXHIBIT TO 02-27-18 MINUTES:**

Swanson & Sons Proposals

# **Swanson & Son**

## **Dependable Lawn Care**

**8826 Ashman Road  
Riverview, Florida 33578  
813-846-7512**

Good evening board,

I regret not being able to attend this meeting. Below is a summary of the general landscape conditions and explanations of the submitted proposals.

General Landscape,

- The irrigation system has been performing well. The only issues we've had this month are two irrigation heads that were damaged during lawn service and a leak on SR672 about 200 feet east of the entrance.

The proposal for the irrigation leak repair is attached. We moved forward with the repair without authorization because the cost was no great and by the time we had excavated the areas enough to see what was leaking a large amount of the work to make the repair had already been done. So the attached proposal is seeking authorization to be paid for repairing the leak, \$320.00.

Turf recovery

- With the warmer weather and consistent irrigation we are seeing a great deal of greening and general recovery in all areas. We will be making additional fertilization applications the first week of March. At the last meeting I stated I would be able to give an accurate proposal for the amount of turf that would need to be replaced. However we are seeing signs of recovery in areas that we didn't think would recover. So I suggest we wait another couple of weeks before we say exactly how much turf will not recover and will need to be replaced.

Mulch

- First we haven't installed mulch in the tree rings of the Ayersworth Glen median because we need to address the plants around the trees first. We will install mulch there after the board decides how to address those areas.

The scope of work that was sent out for bidding limits the mulch included in the contract to 500 cubic yards. By the time we do install mulch in the tree rings of the medians we will be within about 50 cubic yards of that amount and still needing more mulch to complete all of the areas. I questioned this when we bid the property because the amount was short by my estimations and was told by the property manager the scope had already been sent out to all of the contractors so that was the amount that I needed to use for my bid and in the event we did need more we would submit to the board for it.

Long story short the scope was very probably written at some point before all of the current landscape areas were in place and not updated. Looking at Google Street view from 2011 there is about 4800 linear feet of wall along Ayerworth

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**Dependable Lawn Care**  
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Glen that was not there at that time. That by itself converts into an additional 100 cubic yards. If this was never brought up by previous contractors it was either because the amount of mulch was correct for the landscaped areas at the time or the landscape contractor didn't cover all of the areas. For instance looking at the monthly reports from Mainscape in 2016 it doesn't appear they ever installed mulch that year. Seeing the low level of mulch in the beds before we started to mulch and knowing how much mulch was in place a year ago, that would seem to be correct.

I've attached a proposal for the additional amounts of mulch needed to complete the mulching of all of the areas with options as to a couple of ways to do so.

**The main question at this time is does the board want to revisit the contract and recalculate the monthly amount to compensate for the additional mulch that will be needed next winter?**

Ayersworth Glen Plant Replacement

- Replacing the failed and/or damaged plants was approved last year and then put on hold because of the irrigation issues. I've attached new proposals with current plant numbers for you review. Excluding the community entrances the plants that we are addressing in these proposals are Indian Hawthorne in the tree rings of the median and Viburnum along the walls. The plant counts originally last year were 88 Hawthorne and 92 Viburnum. Due to the inability to water these plants the counts are now 98 Hawthorne and 261 Viburnum.

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**Dependable Lawn Care**

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Board,

One footnote to the replacement of the plants on Ayersworth Glen.

I don't suggest that we install the new plants until we get to the time of year when we can be reasonably sure we will get frequent rains. The plants do not have any dedicated irrigation to them, so to water the plants with the irrigation system we will have to water other large areas. That will put us in a situation where we could get fined for watering outside of the restrictions. We can increase the irrigation water to the plants during the allowed days and if that is supplemented by rain during the other days the plants will be fine.

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**This is to seek payment authorization for an emergency  
repair that was made on 02/16/2018**

Date: 02/20/2018  
Customer: Highlands CDD  
Street: 9428 Camden Field Pkwy  
City/State/Zip: Riverview, Florida 33578

Swanson & Son proposes to furnish all listed material and labor necessary for the completion of the following job specifications:

To repair a leak in the irrigation supply piping located approximately 200 feet east of the SR 672 entrance.

During scheduled service a large pool of water was found around the valve box for zone 69. Excavating the area it was found the leak was from a crack in the three inch irrigation supply pipe in that location.

Because of the extreme depth of the pipe (approximately 30 inches) it is very unlikely this damage was caused by any type of surface traffic. The most probable cause is that the pipe was installed with a great deal of lateral pressure on it and cracked over time.

- Cut out the cracked section of three inch pipe including the tee and piping that feeds the zone 69 control valve from the three inch supply pipe.
- Replace the section of pipe using the necessary pipe and fittings.

Swanson & Son proposes hereby to furnish material and labor with the above specifications for the sum of:

***Three Hundred Twenty Dollars and No Cents (\$320.00)***

Payment Schedule

An invoice for the amount approved will be submitted upon completion and is due upon receipt.

Highlands Community Development District

By \_\_\_\_\_

Date \_\_\_\_\_ Start Date \_\_\_\_\_

**Swanson & Son**  
**Dependable Lawn Care**  
8826 Ashman Road  
Riverview, Florida 33578  
813-846-7512

# Proposal

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Date: 02/20/2018  
Customer: Highlands CDD  
Street: 12051 Corporate Blvd.  
City/State/Zip: Orlando, Florida 32817

Swanson & Son proposes to furnish all listed material and labor necessary for the completion of the following job specifications:

To replace the failed Indian Hawthorne and Viburnum along the length of the parkway.

NOTE; This proposal only addresses the plants located in the center traffic islands and the hedge along the walls that are on either side of the parkway. The two entrance traffic islands (HWY 301 and SR672) and the larger bed areas are not included in this proposal.

In order to simplify the process I've list the options and the cost all within this one proposal.

Traffic median tree ring plant options,

1. Remove the remaining plants and NOT install any replacements. Install mulch in the tree rings (the cost of the mulch is already in the maintenance contract).

The total cost for removing and disposing of the existing plants will be \$880.00.

2. Remove any remaining portions of the failed and/or damaged plants and install 98 three gallon Indian Hawthorne.

The total cost to install the replacement plants will be \$1101.00

Viburnum located along the walls of Ayersworth Glen

3. Remove any remaining portions of the failed plants and install 261 **SEVEN GALLON** Viburnum replacements. These seven gallon plants will install 24 to 30 inches high and will fill into the hedge in a year.

The total cost to install seven gallon replacement plants will be \$9,299.00

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- 4. Remove any remaining portions of the failed plants and install 261 **THREE GALLON** Viburnum replacements. These three gallon plants will install 12 to 18 inches high and will fill into the hedge in 2 to 3 years

The total cost to install three gallon replacement plants will be \$3,071.00

Please indicate the approved options and cost below

Option # \_\_\_\_\_ Total cost \$ \_\_\_\_\_ Initials \_\_\_\_\_

Option # \_\_\_\_\_ Total cost \$ \_\_\_\_\_ Initials \_\_\_\_\_

**Payment Schedule**

An invoice for the amount approved will be submitted upon completion and is due within upon receipt. A late charge equal to 5% of the total due will be added to amounts outstanding more than 10 days.

**Warranty**

All materials and workmanship installed and/or performed within the limits of this proposal are warranted by Swanson & Son against failure or defect for a period of one year from the date of completion. This warranty is limited to failures caused either directly by Swanson & Son or by conditions within the control of Swanson & Son. Loss or failure due to fire, theft, vandalism, acts of nature or circumstances that Swanson & Son have identified as a threat but have not been rectified by the managing parties within a reasonable period after the managing parties have been notified of the condition by Swanson & Son will not be warranted by Swanson & Son.

This proposal may be withdrawn if not accepted within 90 days.

**Acceptance of Proposal**

As stated in the above specifications. The costs, materials, and specifications are satisfactory and are hereby accepted. I authorized Swanson & Son to perform the work as specified and payments will be made as summarize above.

Authorized Signature

Date

# **Swanson & Son**

## **Dependable Lawn Care**

**8826 Ashman Road  
Riverview, Florida 33578  
813-846-7512**

Date: 02/20/2018  
Customer: Highlands CDD  
Street: 9428 Camden Field Pkwy  
City/State/Zip: Riverview, Florida 33578

Swanson & Son proposes to furnish all listed material and labor necessary for the completion of the following job specifications:

After installing the 500 cubic yards of mulch that was included in the scope of work in the contract there will be a need for additional mulch to completely mulch all of the areas.

The areas covered by the amount of mulch in the scope of work are;

- ❖ The 301 and 672 community entrances on Ayersworth Glen.
- ❖ All of the individual community entrances.
- ❖ The small decorative bed areas spaced out along the Ayersworth Glen walls where the Crape Myrtles are located.
- ❖ The clubhouse and pool area.

The areas left uncovered after installing the amount of mulch in the scope of work are;

- A large portion of the area in front of the vinyl fence that runs to the east from the SR672 entrance.
- All of the bed areas located along the walls that line Ayersworth Glen. These are the areas where the Viburnum is planted. The small areas along the walls where the Crape Myrtles are located has already been covered as mentioned above.

The options and costs are;

1. Of course the least costly option is to no install any more mulch, because the areas no covered are no highly visible and do have some mulch left in them.
2. Install mulch in all of the uncovered areas from the fence and or wall to the outer edge of the bed area. This would leave no areas un-mulched and would have a very good appearance when viewed from any angle. This would require a total of 219 additional cubic yards of mulch. Making the total cost for this option \$10,512.00.

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3. Install the amount of mulch necessary to cover the area along the vinyl fence on SR672 from the fence to the outer edges of the current bed areas for the entire length of the fence. Install the amount of mulch necessary to cover the area of the beds located along the walls that line Ayersworth Glen ONLY from the outer edge of the bed to the dripline of the hedge. This will leave the areas between the wall and the hedge and the area under the hedge plants un-mulched. This will have a good appearance when viewed from the roadway but will be very obvious when viewed as a pedestrian on the sidewalk. This would require a total of 88 additional cubic yards of mulch. Making the total cost for this option \$4,224.00.

Swanson & Son proposes hereby to furnish material and labor with the above specifications for the sum of:

Please indicate the option approved below.

Option # \_\_\_\_\_ Total cost \$ \_\_\_\_\_ Initial \_\_\_\_\_

Payment Schedule

An invoice for the amount approved will be submitted upon completion and is due upon receipt.

Highlands Community Development District

By \_\_\_\_\_

Date \_\_\_\_\_ Start Date \_\_\_\_\_