

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 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.

**HIGHLANDS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Copperstone Community Development District was held on **Wednesday, November 7, 2017 at 7:00 p.m.** at the **Ayersworth Glen Clubhouse** located at **11102 Ayersworth Glen Blvd. Wimauma, Florida 33598**

Present and constituting a quorum:

Al Thomka	Board Member, Chairman
Jeff Jones	Board Member, Vice Chairman
Elizabeth Brown	Board Member, Assistant Secretary
Otis Franklin	Board Member, Assistant Secretary
Kangelia Baxter	Board Member, Assistant Secretary

Also present were:

Joseph Roethke	Regional District Manager, Rizzetta & Company, Inc.
Sarah Warren	District Counsel, Hopping Green & Sams
Scott Smith	Regional Manager, Community Services
Ted Swanson	Swanson & Sons
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Roethke called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Brian Page apologized to the Board for comments made at the last meeting

Daniel Delima asked a question about fence repairs and adding a gate to prevent issues. Also mentioned he is an off-duty officer and discussed how he can help at meetings and with other issues.

Jack Jackson commented about street parking issues on CDD Land

Jeff Boffo commented on issues at the basketball court and security guard issues with staff sleeping on the job.

44 **THIRD ORDER OF BUSINESS** **Consideration of Resolution 2018-01**
45 **Appointing District Manager**
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47 Mr. Roethke presented resolution 2018-01 which will appoint the District Manager of the District.
48 Mr. Roethke presented the Rizzetta & Company's Agreement to the Board.
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On a motion by Mr. Thomka, seconded by Ms. Baxter, with all in favor, the Board
Approved Resolution 2018-01 appointing a District Manager for the Highlands Community
Development District.

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51 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2018-02**
52 **Appointing Treasurer, Assistant**
53 **Treasurer, Secretary, and Assistant**
54 **Secretaries**
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56 Mr. Roethke presented resolution 2018-02 which will appoint Scott Brizendine as Treasurer,
57 Shawn Wildermuth as Assistant Treasurer, Eric Dailey as Secretary, and Joe Roethke and Matthew
58 Huber as Assistant Secretaries of the District.
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On a Motion by Mr. Thomka, seconded by Mr. Jones, with all in favor, the Board of Supervisors
approved resolution 2018-02 appointing Treasurer, Assistant Treasurer, Secretary, and Assistant
Secretaries for Highlands Community Development District.

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61 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2018-03,**
62 **Designating a Registered Agent and**
63 **Registered Office of the District**
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On a Motion by Mr. Thomka, seconded by Mr. Franklin, with all in favor, the Board of Supervisors
approved resolution 2018-03, designating William Rizzetta as registered agent and Rizzetta &
Co. 3434 Colwell Ave. Suite 200 Tampa, FL 33614 as the registered office of the District for
Highlands Community Development District.

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66 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2018-04,**
67 **Designating the Location of the District's**
68 **Record of Proceedings**
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On a Motion by Mr. Thomka, seconded by Ms. Baxter with all in favor, the Board of Supervisors
approved resolution 2018-04, designating Rizzetta & co. 9428 Camden Field Parkway,
Riverview, FL 33578 as the location of the District's record of proceedings for Highlands
Community Development District.

72 SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2018-05,
Designating Records Retention Policy

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On a Motion by Mr. Thomka, seconded by Mr. Franklin with all in favor, the Board of Supervisors approved resolution 2018-05, designating records retention policy for Highlands Community Development District.

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76 EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2018-06,
Adopting Alternative Investment
Guidelines

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On a Motion by Mr. Thomka, seconded by Mr. Franklin with all in favor, the Board of Supervisors approved resolution 2018-04, adopting alternative investment guidelines for Highlands Community Development District.

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81 NINTH ORDER OF BUSINESS

Consideration of Resolution 2018-07
Designating District Depository of Funds

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On a Motion by Mr. Thomka, seconded by Ms. Baxter with all in favor, the Board of Supervisors approved resolution 2018-07, designating Sun Trust Bank for District depository of funds for Highlands Community Development District.

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85 TENTH ORDER OF BUSINESS

Consideration of Resolution 2018-08,
Approving Disbursement for Expenses

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On a Motion by Mr. Thomka, seconded by Mr. Franklin with all in favor, the Board of Supervisors approved resolution 2018-08, approving disbursement for expenses, as amended to include Vice Chair in section 2.2 of the resolution for Highlands Community Development District.

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89 ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2018-09,
Authorizing Signatories

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On a Motion by Mr. Thomka, seconded by Ms. Baxter with all in favor, the Board of Supervisors approved resolution 2018-09, authorizing signatories for Highlands Community Development District.

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98 **TWELFTH ORDER OF BUSINESS** **Consideration of Resolution 2018-10,**
99 **Designating Primary Administrative**
100 **Office**
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On a Motion by Mr. Thomka, seconded by Mr. Jones with all in favor, the Board of Supervisors approved resolution 2018-10, designating Rizzetta & co. 9428 Camden Field Parkway, Riverview, FL 33578 as the District's primary administrative office for Highlands Community Development District.

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103 **THIRTEENTH ORDER OF BUSINESS** **Consideration of Minutes of the Board of**
104 **Supervisors Regular Meeting Held on**
105 **October 10, 2017**
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On a Motion by Mr. Jones, seconded by Mr. Thomka with all in favor, the Board of Supervisors approved the minutes for the regular meeting held on October 10, 2017 for Highlands Community Development District.

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108 **FOURTEENTH ORDER OF BUSINESS** **Consideration of Operation and**
109 **Maintenance expenditures for October**
110 **2017**
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On a Motion by Mr. Thomka, seconded by Ms. Brown with all in favor, the Board of Supervisors approved the operation and maintenance expenditures for October 2017 for Highlands Community Development District.

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113 **FIFTEENTH ORDER OF BUSINESS** **Review of Vendor Maintenance Reports**
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115 Mr. Swanson reviewed the landscape report with the Board and discussed the status of a well
116 installation. The Board discussed details of the pond report and Mr. Jones asked Mr. Roethke for
117 feedback on Aquatic Systems. Mr. Roethke informed the Board that he is happy with their service
118 at other districts that he manages in the area. There was no discussion on the pool maintenance
119 and janitorial service reports.

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121 **SIXTEENTH ORDER OF BUSINESS** **Consideration of Proposal for Janitorial**
122 **Service**
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124 Mr. Roethke presented proposals for janitorial services to the Board. Ms. Brown reviewed these
125 proposals with the Board and a discussion ensued regarding the pros and cons of each proposal.
126 Mr. Smith mentioned to the Board that he can provide a proposal for a part-time maintenance staff
127 member in order to compare that versus the costs. This will be presented at the next meeting.
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131 SEVENTEENTH ORDER OF BUSINESS Ratification of Contract for Amenity
132 Management Services
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134 Mr. Roethke presented the Rizzetta Amenity Services contract to the Board.
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On a Motion by Mr. Thomka, seconded by Ms. Brown with all in favor, the Board of Supervisors approved Rizzetta Amenity Services contract for professional amenity management for Highlands Community Development District.

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137 EIGHTEENTH ORDER OF BUSINESS Consideration of Proposal for Pest
138 Management
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140 Mr. Roethke Presented a proposal for pest management to the Board. Ms. Brown discussed issues
141 with the current vendor and recommended making a change.
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On a Motion by Mr. Thomka, seconded by Mr. Franklin with all in favor, the Board of Supervisors approve the proposal from Insect IQ for pest management services at a cost of \$150/mo and also give a 30-day termination notice to their current pest control vendor. for Highlands Community Development District.

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144 NINETEENTH ORDER OF BUSINESS Consideration of Proposals from Brandon
145 Lock and Safe
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147 Mr. Roethke presented several proposals from Brandon Lock and Safe to the Board.
148 Ms. Brown reviewed these proposals with the Board and a discussion ensued. The board tabled
149 these proposals until the next meeting.
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151 TWENTIETH ORDER OF BUSINESS Ratification of Proposal for Fountain
152 Maintenance
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154 This was approved at the last meeting and does not need additional approval
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156 TWENTY FIRST OF BUSINESS Consideration of Proposal to Repair Fence
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158 Mr. Roethke presented a proposal for fence repair to the Board.
159 Ms. Brown informed the Board that this is due to damage from Hurricane Irma.
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On a Motion by Mr. Jones, seconded by Ms. Baxter with all in favor, the Board of Supervisors approved the proposal from Bravo Fence for fence repairs at a total cost of \$1,195.00 for Highlands Community Development District.

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164 **TWENTY SECOND OF BUSINESS** **Consideration of Proposal for Irrigation**
 165 **by Mailboxes**

166 This Proposal was tabled until a future meeting

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 168 **TWENTY THIRD ORDER OF BUSINESS** **Continued Discussion Regarding Fitness**
 169 **Equipment Replacement**

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 171 Ms. Warren discussed the details of the District's current lease agreement for fitness equipment.
 172 The Board would like to see options for new fitness equipment in preparation for this current lease
 173 agreement ending. These will be provided for review at a future meeting.

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 175 **TWENTY FOURTH ORDER OF BUSINESS** **Review of Monthly Financials**

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 177 Mr. Roethke presented the monthly financials to The Board. Mr. Jones asked a question about a
 178 \$2,500.00 deposit that was previously paid. Ms. Warren confirmed that \$2,300.00 of this has been
 179 returned to the District.

180 Mr. Jones asked for an update on invoices for false alarm costs. Ms. Warren stated that Ms. Brown
 181 is working with Guardian on correcting the proper order of the call list for alarms.

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 183 **TWENTY FIFTH ORDER OF BUSINESS** **Staff Reports**

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 185 **A. District Counsel**
 186 Ms. Warren discussed several items, including questions on shipping costs from a
 187 previous invoice, inventory lists from Fishkind, and public records information posted to
 188 the CDD website which showed IP addresses associated with resident comment
 189 submittals. The IP address issue had been fixed by the website provider. Ms. Warren
 190 discussed expenses submitted by Fishkind to the District, including travel reimbursement
 191 for public officers and expenditures for clubhouse management. The travel
 192 reimbursement expenditures and clubhouse management expenditures offset each other.
 193 Mr. Jones and Ms. Baxter discussed late fees on two other invoices, and suggested that it
 194 would still be beneficial to consider this a wash.

On a Motion by Ms. Brown, seconded by Mr. Thomka with all in favor, the Board of Supervisors approved the offset of these expenditures for Highlands Community Development District.

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 197 Ms. Warren suggested changing the meeting dates to the 4th Tuesday of each month at
 198 7:00 p.m. The Board was amenable to this and Mr. Roethke will provide an updated
 199 resolution to change these dates at the next meeting.

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 201 **B. District Engineer**
 202 Ms. Baxter asked for an update on phase 2B and phase 3 monument lighting.

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C. District Manager

Mr. Roethke stated that the next Board of Supervisor's meeting will be held on Tuesday December 5, 2017 at 7:00 p.m. at the Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Boulevard, Wimauma, Florida 33598
Mr. Roethke asked The Board if they would like to approve a debit card for the clubhouse manager.

On a Motion by Ms. Baxter, seconded by Mr. Thomka with all in favor, the Board of Supervisors approved the debit card for clubhouse manager with a limit of \$500.00 for Highlands Community Development District.

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D. Field Service Manager

Ms. Brown reviewed the details of this report with the Board and discussed updates on several maintenance items, including pond assessments, TECO issues, and following up with Lennar on a possible warranty repair. Ms. Brown discussed allowing police access to the clubhouse. The Board has no issues with this. Ms. Brown informed the Board that she will be out of the office for a few days and there will be someone covering for here these days. Ms. Brown also discussed current events at the clubhouse.

E. Resident Request/ Concern Log

Ms. Brown reviewed the resident request/ concern log with the rest of the Board.

TWENTY SIXTH ORDER OF BUSINESS

Supervisor Requests

There were none.

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TWENTY SEVENTH ORDER OF BUSINESS

Audience Comments

A resident asked for additional lighting near the amenity area.
A resident asked a question about previously approved expenditures
A resident asked for an update on landscaping issues
A resident mentioned that she is happy with Rizzetta as the manager going forward.
Scott Smith mentioned the clubhouse managers meeting that Ms. Brown attended, and informed the Board that Rizzetta's field services manager will be conducting on free field inspection for the District.

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TWENTY EIGHTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Thomka, seconded by Ms. Brown, with all in favor, the Board of Supervisors adjourned the meeting at 8:18 p.m. for Highlands Community Development District.

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Secretary/Assistant Secretary



Chairman/Vice Chairman