

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 Highlands Community Development District was held on **Wednesday, March 27, 2018 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
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

A resident asked a question about monument lighting and brick wall installation.

A resident asked a question about weeds and dead grass on the Blvd.

45 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of the Board of**
46 **Supervisors Regular Meeting Held on**
47 **February 27, 2018**
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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 February 27, 2018 for Highlands Community Development District.

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50 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
51 **Maintenance Expenditures for February**
52 **2018**
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54 Mr. Jones sked questions about utility & security invoices.
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On a Motion by Mr. Jones, seconded by Mr. Thomka with all in favor, the Board of Supervisors approved the operation and maintenance expenditures for February 2018 (\$68,831.16) for Highlands Community Development District.

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57 **FIFTH ORDER OF BUSINESS** **Review of Vendor Maintenance Reports**
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59 Mr. Swanson reviewed the landscape report and presented a proposal for sod replacement to the
60 Board. A discussion ensued regarding weed issues and solutions to resolve these problems,
61 specifically at the entrances and along the main Blvd. Mr. Swanson gave the Board an estimate of
62 10,000 square feet of sod that will need to be replaced at both main entrances, plus an additional
63 110,000 square feet of area that could potentially be hydro-mulched.
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On a Motion by Ms. Baxter, seconded by Ms. Brown with all in favor, the Board of Supervisors approved the proposal from Swanson & Sons for sod replacement at a cost not to exceed \$8,000.00 at both main entrances for Highlands Community Development District.

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66 There was no discussion on the pond, pool, or janitorial service reports at this time.
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68 **SIXTH ORDER OF BUSINESS** **Discussion Regarding Amenity Polices and**
69 **Rates**
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71 Ms. Brown mentioned one inconsistency in the rental form regarding the deposit amount and rental
72 fee. The Board made no changes to the polices at this time, but these will be reviewed again at the
73 next meeting.
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75 **SEVENTH ORDER OF BUSINESS** **Consideration of Proposals for Janitorial**
76 **Services**
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78 Mr. Roethke presented proposals for Janitorial Services to the Board.

On a Motion by Mr. Franklin, seconded by Mr. Jones with all in favor, the Board of Supervisors approved a proposal from Gloria Cleaning Services of Tampa for janitorial services at a cost of \$517.50 every two weeks (\$13,455.00 annually) and to provide a 30-day termination action to Dragonfly Cleaning Services for Highlands Community Development District.

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EIGHTH ORDER OF BUSINESS **Presentation of US Bank Fee Increase Letter**

Mr. Roethke presented a letter from US Bank regarding increases for Trustee Services. These increases will go into effect on 10/1/18 and will be accounted for in the next fiscal years budget.

NINTH ORDER OF BUSINESS **Staff Reports**

- A. District Counsel**
Ms. Warren updated the Board on the previous legislative session.
- B. District Engineer**
No report
- C. District Manager**
Mr. Roethke stated that the next Board of Supervisor’s meeting will be held on Tuesday April 24, 2018 at 7:00 p.m. at the Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Boulevard, Wimauma, Florida 33598.
Mr. Roethke informed the Board that the developer is working on removing the old faux-brick signs from the main Blvd.
Mr. Roethke discussed a possible reserve study with the Board. The Board requested a proposal for a reserve study to be presented at the next meeting.
- D. Clubhouse Manager**
Ms. Brown Reviewed the clubhouse manager report with the Board. Several Maintenance items were discussed, including handyman services and fitness equipment repairs. Ms. Warren will double check the details of the fitness equipment lease agreements for expiration dates and equipment listings.
Ms. Brown Presented the Resident request / Concern Log to the Board

TENTH SIXTH ORDER OF BUSINESS **Supervisor Requests**

- Mr. Jones asked about advertising requirements
- Ms. Brown asked for an extra \$50.00 for the Easter Egg hunt event. The Board had no issues with this.

ELEVENTH ORDER OF BUSINESS **Audience Comments**

There were no audience comments

122 **TWELFTH 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 8:55 p.m. for Highlands Community Development District.

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Secretary/ Assistant Secretary


Chairman/Vice Chairman