



Rizzetta & Company

Highlands Community Development District

**Board of Supervisors' Meeting
June 23, 2020**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950**

www.highlandscdd.com

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Boulevard, Wimauma, FL 33598

Board of Supervisors	Kangelia Baxter Otis Franklin, III Trang Chu John Cleveland Elizabeth Brown	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Bryan Radcliff	Rizzetta & Company, Inc.
District Counsel	Biff Craine	Petitt Worrell
District Engineer	Todd Amaden	Landmark Engineering

All Cellular phones and pagers must be turned off while in the meeting room.

The Audience Comments portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY)1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

June 15, 2020

**Board of Supervisors
Highlands Community
Development District**

Dear Board Members:

The meeting of the Board of Supervisors of the Highlands Community Development District will be held on **Tuesday, June 23, 2020 at 7:00 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112). The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER / ROLL CALL**
- 2. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on May 26, 2020 Tab 1
 - B. Consideration of Minutes of the Audit Committee held on May 26, 2020 Tab 2
 - C. Consideration of Operations & Maintenance Expenditures for April and May 2020 Tab 3
 - D. Ratification of Series 2018 Requisition – if any
- 3. STAFF REPORTS**
 - A. Review of Vendor Maintenance Reports
 - i. Field Inspection Report Tab 4
 - ii. Landscape Report Tab 5
 - iii. Waterway Inspection Report Tab 6
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
 - E. Clubhouse Manager Report with Proposals Tab 7
- 4. BUSINESS ITEMS**
 - A. Discussion Regarding Down to Earth's Performance
 - B. Consideration of Solitude Lake Management's Proposal for Vegetation Removal..... Tab 8
 - C. Discussion Regarding Phase One Pool Re-Opening Tab 9
 - D. Ratification of Martinez and Company's Security Services Agreement..... Tab 10
 - E. Ratification of Proposal to Fix Main Line..... Tab 11
- 5. AUDIENCE COMMENTS**
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,
Bryan Radcliff
Bryan Radcliff
District Manager

Tab 1

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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 that person may need to ensure 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 meeting of the Board of Supervisors of the Highlands Community Development District was held on **Tuesday, May 26, 2020 at 7:08 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 as extended by Executive Order 20-112.

Present via teleconference and constituting a quorum:

Kangelia Baxter	Board Member, Chair
Otis Franklin III	Board Member, Vice Chair
John Cleveland	Board Member, Assistant Secretary
Trang Chu	Board Member, Assistant Secretary
Elizabeth Brown	Board Member, Assistant Secretary

Also present via teleconference were:

Bryan Radcliff	District Manager; Rizzetta & Company, Inc.
Biff Craine	District Counsel, Brooks Sheppard & Rocha
Ralph Giard	Account Rep, Down to Earth Landscaping
Tom Trombly	Account Rep, Down to Earth Landscaping
Carson Matthews	Account Rep, Down to Earth Landscaping
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Radcliff called the meeting to order and conducted roll call, confirming a quorum.

There were no audience comments put forth at this time.

SECOND ORDER OF BUSINESS

**Consideration of Minutes of
Board of Supervisors' Meeting
held on February 25, 2020**

Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held on January 28, 2020 to the Board for consideration.

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On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on February 25, 2020 as presented for the Highlands Community Development District.

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47 **THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the
Audit Committee Meeting held
on February 25, 2020**

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Mr. Radcliff presented the minutes of the Audit Committee' meeting held on February 25, 2020 to the Board for consideration.

On a Motion by Ms. Brown, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved the minutes of the Audit Committee meeting held on February 25, 2020 as presented for the Highlands Community Development District.

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56 **FOURTH ORDER OF BUSINESS**

**Consideration of Operation &
Maintenance Expenditures for
February and March 2020**

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Mr. Radcliff presented the Operation & Maintenance Expenditures for February and March 2020 to the Board for ratification.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for February (\$51,980.32) and March 2020 (\$59,730.02) for the Highlands Community Development District.

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64 **FIFTH ORDER OF BUSINESS**

**Ratification of Series 2018
Construction Requisitions #52 -
#56**

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Mr. Radcliff presented Series 2018 Construction Requisitions #51 - #56 to the Board for ratification.

On a Motion by Ms. Brown, seconded by Ms. Chu, with all in favor, the Board of Supervisors ratified Series 2018 Construction Requisitions #51 - #56 for the Highlands Community Development District.

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SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Craine had no additional information to present.

B. District Engineer

Not present; no report provided.

C. District Manager

Mr. Radcliff announced that the next meeting is scheduled to be held on Tuesday June 23, 2020 at 7:00 p.m. and the Board will be adopting their final budget at this meeting.

Mr. Radcliff announced that there were 2,801 registered voters in the District as of April 15, 2020.

Mr. Radcliff stated that the following seats were up for election this year:

- Seat 1 – John Cleveland
- Seat 3 – Otis Franklin III
- Seat 4 – Elizabeth Brown.

Mr. Radcliff stated that the qualifying period runs from June 8th at noon to June 12th at noon.

The Board discussed opening the amenities. The Board approved opening the pool pending Elizabeth Brown's schedule changes and sign placement.

D. Clubhouse Manager

Ms. Brown presented her clubhouse manager's report with debit card expenses to the Board for review.

SEVENTH ORDER OF BUSINESS

**Consideration of
Recommendation of Audit
Committee**

Mr. Radcliff stated that the audit committee had met just prior to the onset of the Board meeting and had ranked Berger, Toombs, Elam, Gaines & Frank as the top proposer.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the audit committee's recommendation to enter into contract with the number one ranked proposer, Berger, Toombs, Elam Gaines & Frank for the Highlands Community Development District.

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EIGHTH ORDER OF BUSINESS

**Consideration of Proposals for
Mulch**

Mr. Radcliff presented proposals for mulch from Down to Earth and American Mulch & Ground Cover.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved Down to Earth's proposal for mulch (\$19,800.00) for the Highlands Community Development District.

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The Board directed Mr. Bell to obtain a proposal from Down to Earth for the plugging/springing of Bermuda grass in bare and brown areas of St. Augustine grass.

NINTH ORDER OF BUSINESS

**Ratification of Down to Earth's
Proposals**

Mr. Radcliff presented Down to Earth's proposals for an irrigation clock and plant installation.

On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board of Supervisors ratified Down to Earth's proposals for an irrigation clock (\$615.93 and \$99.98) and plant installation (\$1,296.00) for the Highlands Community Development District.

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TENTH ORDER OF BUSINESS

**Consideration of Proposal for
Top Choice**

Mr. Radcliff presented Down to Earth's proposal for Top Choice. The Board Chose to wait until the fall, after the rainy season per Down to Earth's recommendation.

(The representatives from Down to Earth and Patrick Bell left the meeting in progress at 7:51 p.m.)

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ELEVENTH ORDER OF BUSINESS

**Consideration of Proposals for
Monument Lighting**

Mr. Radcliff presented proposals for monument lighting from Hoffman Electrical, Jayman Enterprises and Down to Earth.

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On a Motion by Ms. Brown, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved Jayman Enterprises' proposal for monument lighting (\$7,200.00) for the Highlands Community Development District

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TWELFTH ORDER OF BUSINESS

Discussion Regarding Amenities Request List

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There was no discussion held.

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THIRTEENTH ORDER OF BUSINESS

Consideration of Solitude's Proposal for Fish Stocking

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Mr. Radcliff presented Solitude Lake Management's proposal for fish stocking.

On a Motion by Ms. Baxter, seconded by Mr. Cleveland, with all in favor, the Board of Supervisors approved Solitude Lake Management's proposal for fish stocking ponds #1, 7 and 10 (\$6,730.00) for the Highlands Community Development District

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FOURTEENTH ORDER OF BUSINESS

Consideration of Solitude's Budget Letter

Mr. Radcliff presented Solitude Lake Management's budget letter for next fiscal year.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved Solitude Lake Management's budget letter with a fee increase from \$1,491.00 to \$1,535.00 effective March 1, 2021 for the Highlands Community Development District

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FIFTEENTH ORDER OF BUSINESS

Consideration of Security Patrol Proposals

Mr. Radcliff presented proposals from First Coast Security Services and Uniform Security Services for security patrol.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved Uniform Security Services' proposal for security patrols for the Highlands Community Development District

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175 **SIXTEENTH ORDER OF BUSINESS**

**Consideration of Dog Waste
Removal Proposals**

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Mr. Radcliff presented proposals from Poop 911 and Jayman Enterprises for dog waste removal.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved Poop 911's proposal for dog waste removal (\$4,695.00/year) for the Highlands Community Development District

181 **SEVENTEENTH ORDER OF BUSINESS**

**Consideration of Proposals for
Fitness Equipment
Preventative Maintenance**

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Mr. Radcliff presented proposals from Fitnesssmith and Fitrev for preventative maintenance of the fitness equipment.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved Fitnesssmith's proposal for fitness equipment preventative maintenance (\$60.00/year) for the Highlands Community Development District

189 **EIGHTEENTH ORDER OF BUSINESS**

**Consideration of Proposal for
Facility Attendant**

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The Board agreed not to consider this proposal.

194 **NINETEENTH ORDER OF BUSINESS**

**Consideration of Proposals for
Signage**

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Mr. Radcliff presented proposals from Jayman Enterprises and Brimar for signage.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved Jayman Enterprises' proposal for signage installation (\$360.00) and Brimar's proposal for signs (\$711.90) for a total of \$1,071.91 for the Highlands Community Development District

200 **TWENTIETH ORDER OF BUSINESS**

**Consideration of Proposals for
Pressure Washing**

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Mr. Radcliff presented proposals from Gladiator Pressure Cleaning and Jayman Enterprises for pressure washing.

207 The Board authorized Ms. Baxter to review locations that need to be pressure
208 washed and present those at the next meeting and at that time the Board will decided on
209 which proposal to move forward with.
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211 **TWENTY-FIRST ORDER OF BUSINESS** **Consideration of Proposal for**
212 **Chemical Sprayer**

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215 Mr. Radcliff presented a proposal from Home Depot for a chemical sprayer for
216 disinfection.
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On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved the purchase of a two-gallon sprayer from Home Depot (\$68.96) for the Highlands Community Development District

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219 **TWENTY-SECOND ORDER OF BUSINESS** **Consideration of Proposals for**
220 **Acid Washing the Pool**

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223 The Board has decided to no longer move forward with acid washing the pool.
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225 **TWENTY-THIRD ORDER OF BUSINESS** **Ratification of Resolution 2020-**
226 **02, Designating Signatories**

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229 Mr. Radcliff presented and reviewed Resolution 2020-02, Designating Signatories.
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On a Motion by Ms. Brown, seconded by Ms. Chu, with all in favor, the Board of Supervisors ratified Resolution 2020-02, Designating Signatories of the District for the Highlands Community Development District

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232 **TWENTY-FOURTH ORDER OF BUSINESS** **Ratification of Resolution 2020-**
233 **03, Designating a Secretary of**
234 **the District**

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237 Mr. Radcliff presented and reviewed Resolution 2020-03, Designating a Secretary
238 of the District.
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On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors ratified Resolution 2020-03, Designating a Secretary of the District (Bob Schleifer) of the District for the Highlands Community Development District

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TWENTY-FIFTH ORDER OF BUSINESS

**Presentation of Fiscal Year
2020/2021 Proposed Budget**

Mr. Radcliff presented and reviewed the line items of the proposed budget. He stated that there would be no increase in assessments.

TWENTY-SIXTH ORDER OF BUSINESS

**Presentation of Resolution
2020-04, Approving Fiscal Year
2020/2021 Proposed Budget
and Setting the Public Hearing
on the Final Budget**

Mr. Radcliff presented and reviewed Resolution 2020-04, Approving Fiscal Year 2020/2021 Proposed Budget and Setting the Public Hearing on the Final Budget.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved Resolution 2020-04 Approving Fiscal Year 2020/2021 Proposed Budget (\$1,010,575.00) and Setting the Public Hearing on the Final Budget (July 28, 2020 at 7:00 p.m.) for the Highlands Community Development District

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TWENTY-SEVENTH ORDER OF BUSINESS

Audience Comments

There were no audience comments at this time.

TWENTY-EIGHTH ORDER OF BUSINESS

Supervisor Requests

Ms. Brown requested an additional \$500 be added to the current cleaning contract for a deep clean every two weeks.

On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved adding an additional \$500.00 to existing cleaning contract for a deep clean every two weeks for the Highlands Community Development District

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Ms. Baxter requested that Down to Earth be put on notice at the next meeting if they still have not approved their quality of service.

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TWENTY-NINTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Brown, seconded by Mr. Baxter, with all in favor, the Board of Supervisors adjourned the meeting at 8:32 p.m. for the Highlands Community Development District.

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Assistant Secretary

Chair / Vice Chair

DRAFT

Tab 2

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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 that person may need to ensure 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 audit committee meeting of the Highlands Community Development District was held on **Tuesday, May 26, 2020 at 7:00 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 as extended by Executive Order 20-112.

Present via teleconference from the Audit Committee:

Kangelia Baxter	Committee Member
John Cleveland	Committee Member
Trang Chu	Committee Member
Elizabeth Brown	Committee Member

Also present via teleconference were:

Bryan Radcliff	District Manager, Rizzetta & Company, Inc.
Jennifer Goldyn	District Manager, Rizzetta & Company, Inc.
Biff Craine	District Counsel, Brooks Sheppard & Rocha
Patrick Bell	Field Services Manager, Rizzetta & Company, Inc.
Ralph Giard	Account Rep, Down to Earth Landscaping
Tom Trombly	Account Rep, Down to Earth Landscaping
Carson Matthews	Account Rep, Down to Earth Landscaping

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

**Review of Proposals for Fiscal
Year 2021-2023**

Mr. Radcliff presented the audit proposals received from Berger, Toombs, Elam, Gaines & Frank, Grau & Associates and McDirmit Davis. The Board ranked the proposals as follows.

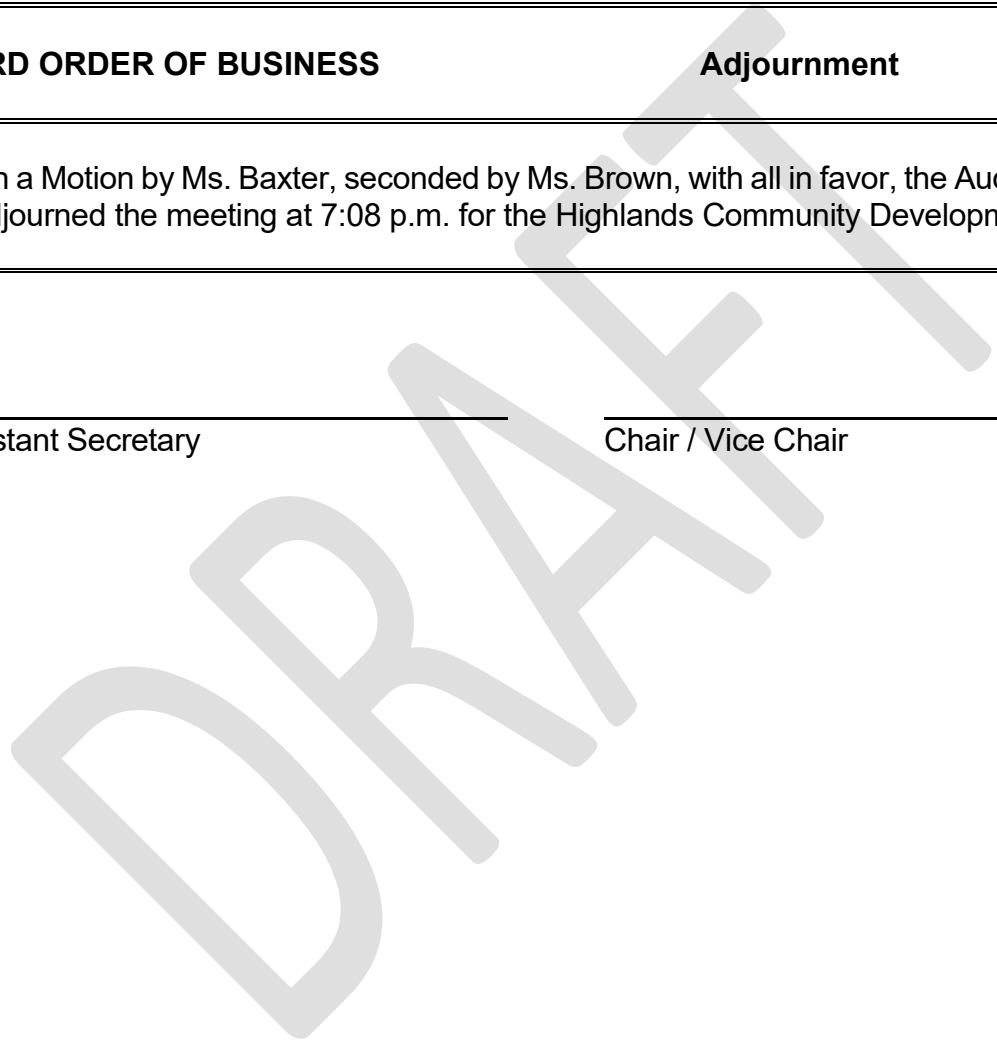
- 45 1. Berger Toombs Elam Gaines & Frank
- 46 2. Grau & Associates
- 47 3. McDirmit Davis
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On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Audit Committee ranked Berger, Toombs, Elam Gaines & Frank as the number one respondent for the District's Audit Services for Fiscal Years 2021-2023 Criteria with price for the Highlands Community Development District.

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50 **THIRD ORDER OF BUSINESS** **Adjournment**
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On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Audit Committee adjourned the meeting at 7:08 p.m. for the Highlands Community Development District.

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55 _____
56 Assistant Secretary Chair / Vice Chair



Tab 3

Highlands Community Development District

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

Operations and Maintenance Expenditures April 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$51,326.70**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Highlands Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	002031	065262901040420	11102 Ayersworth Glen Blvd. Clubhouse 03/20	\$ 267.14
Disclosure Services, LLC	002015	9	Amortization Schedule Series 2016 3A & 2018 4A 12/15/19	\$ 500.00
Down To Earth	002032	62615	Monthly Maintenance 04/20	\$ 19,216.67
Down To Earth	002022	62899	Annual Plant Installation 03/20	\$ 1,995.00
First Coast Security Services, Inc.	002023	2609	Security Patrol 03/01/20- 03/31/20	\$ 1,440.00
Gloria Cleaning Services of Tampa Inc.	002028	1044	Bi-Weekly Cleaning Service 03/13/2020-03/29/2020	\$ 650.00
Gloria Cleaning Services of Tampa Inc.	002028	1045	Bi-Weekly Cleaning Service 03/29/2020-04/12/2020	\$ 650.00
Highlands CDD	CD042		Debit Card Replenishment	\$ 405.57
Jayman Enterprises, LLC	002024	1103	Repair Kant Slams 03/20	\$ 85.00
Jayman Enterprises, LLC	002029	1109	Tie Trash Bags Around Hoops 04/20	\$ 85.00
KS Statebank	002025	3355093 05/20	Fitness Equipment Lease 05/20	\$ 674.13
Landmark Engineering & Surveying Corporation	002033	2130094-79	Engineering Services Billed Through 03/31/20	\$ 375.00

Highlands Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Pinch A Penny	002016	12988	Monthly Pool Service 03/20	\$ 1,400.00
Rizzetta & Company, Inc.	002017	INV0000048082	District Management Fees 04/20	\$ 4,766.67
Rizzetta Amenity Services, Inc.	002018	INV0000000007343	Bi-Weekly Payroll & Employee Ins Reimb 04/3/20	\$ 3,199.40
Rizzetta Amenity Services, Inc.	002030	INV0000000007419	Mileage & Cell Phone 03/20	\$ 168.83
Rizzetta Amenity Services, Inc.	002030	INV0000000007448	Bi-Weekly Payroll & Employee Ins Reimb 04/17/20	\$ 2,249.40
Solitude Lake	002034	PI-A00387764	Lake & Pond Management Servicees 04/20	\$ 1,491.00
Staples	002035	8058115553	General Cleaning Supplies 04/20	\$ 679.76
TECO	002027	211004160787	03/20 10501 Ayersworth Glen Way 03/20	\$ 113.03
TECO	002036	211004160787	04/20 10501 Ayersworth Glen Way 04/20	\$ 121.79
TECO	002019	221007742747	02/20 10504 Ayersworth Glen Blvd 02/20	\$ 150.40
TECO	002036	221007742747	03/20 10504 Ayersworth Glen Blvd 03/20	\$ 36.22

Highlands Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TECO	002027	TECO Lights Summary 03/20	TECO Lights Summary 03/20	\$ 10,279.69
VGlobal Tech	002020	1548	Community Web Maintenance 04/20	\$ 85.00
Waste Connections of Florida	002021	13429382	Waste Services Clubhouse 04/20	<u>\$ 242.00</u>
Report Total				<u>\$ 51,326.70</u>



Bulk Colorful Bright Plastic Easter Eggs - 144 Pc. - Less Than Perfect

#13830772
144 Piece(s)

Est Delivery: Mar 18, 2020

6

~~\$5.97~~
\$4.47

25% OFF
\$26.82



Easter Candy & Toy Assortment - 218 Pc.

#13635125
218 Piece(s)

Est Delivery: Mar 18, 2020

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~~\$28.89~~
\$24.58

15% OFF
\$24.58



Egg Filler Easter Candy Assortment - 215 Pc.

#37/1423
215 Piece(s)

Est Delivery: Mar 18, 2020

2

~~\$28.89~~
\$24.58

15% OFF
\$49.16

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- Gift Cards
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- 2020 Calendar

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- Contact Us
- Help & FAQ
- Order Tracking
- Return Policy
- Shipping Information
- Shopping Cart
- International Orders
- Sales Tax Notices
- Tax Exemption
- ADA Compliance

- About Us
- Company Information
- How We Give Back
- Employment
- Affiliate Program
- 110% Lowest Price Guarantee
- 100% Happiness Guarantee
- Our Family Of Brands
- Company News

- Safe & Secure Shopping
- Security/Privacy
- Terms & Conditions
- Your California Privacy Rights
- Safety News
- Do Not Sell My Personal Info

Highlands Community Development District
9428 Camden Field Pkwy Riverview, FL
33578
8136333322
VAT / GST / Tax ID: 858013688134C9

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Atlanta, GA 30308 USA
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BLANK

Highlands Community Development District

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

Operations and Maintenance Expenditures May 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2020 through May 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$77,365.80**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Highlands Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BOCC	002037	BOCC Summary 04/20	BOCC Summary 04/20	\$ 561.32
Bright House Networks	002046	065262901050420	11102 Ayersworth Glen Blvd Clubhouse 04/20	\$ 267.14
Down To Earth	002056	57699	Monthly Maintenance 02/20	\$ 19,216.67
Down To Earth	002056	65089	Monthly Maintenance 05/20	\$ 19,216.67
Fast Signs of Brandon	002041	2001-14669	Pool Sign 04/20	\$ 469.40
Finn Outdoor LLC	002042	2541	Brush Cutting 03/20	\$ 650.00
First Coast Security Services, Inc.	002051	3078	Security Patrol 04/01/20- 04/30/20	\$ 1,200.00
FLA Pools, Inc.	002057	02062020	Replace Hand Rails 02/20	\$ 3,395.00
Gloria Cleaning Services of Tampa Inc.	002038	1046	Bi-Weekly Cleaning Service 04/12/2020-04/26/2020	\$ 650.00
Guardian Protection Services	002043	55388847	Clubhouse Security Services 04/28/20-05/27/20	\$ 58.43
Horner Environmental Professionals, Inc.	002044	216491	Aquatic Monitoring & Maintenance 03/20	\$ 2,500.00
Horner Environmental Professionals, Inc.	002058	216578	Aquatic Monitoring & Maintenance 04/20	\$ 2,500.00
Insect IQ Inc.	002059	27195	Commercial Monthly Pest Control 05/20	\$ 77.50
Jayman Enterprises, LLC	002052	1131	Remove Basketball Rims 05/20	\$ 175.00

Highlands Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jayman Enterprises, LLC	002052	1133	Installed Bricks 05/20	\$ 150.00
KS Statebank	002053	3355093 06/20	Fitness Equipment Lease 06/20	\$ 674.13
Landmark Engineering & Surveying Corporation	002054	2130094-80	Engineering Services Billed Through 04/30/20	\$ 225.00
Pinch A Penny	002045	13709	Monthly Pool Service 04/20	\$ 1,400.00
Rizzetta & Company, Inc.	002039	INV0000049226	District Management Fees 05/20	\$ 4,766.67
Rizzetta Amenity Services, Inc.	002055	INV00000000007511	Bi-Weekly Payroll & Employee Ins Reimb 05/15/20	\$ 2,249.40
Rizzetta Amenity Services, Inc.	002060	INV00000000007542	Mileage & Cell Phone 04/20	\$ 153.53
Solitude Lake	002061	PI-A00404311	Lake & Pond Management Servicees 05/20	\$ 1,491.00
Staples	002040	8058169620	General Office Supplies 04/20	\$ 541.23
Staples	002047	8058223917	General Office Supplies 04/20	\$ 62.78
Staples	002062	8058352305	General Office Supplies 05/20	\$ 84.30
TECO	002063	221007742747 04/20	10504 Ayersworth Glen Blvd 04/20	\$ 32.03
TECO	002048	TECO Lights Summary 04/20	TECO Lights Summary 04/20	\$ 10,639.22

Highlands Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
U.S. Bank	002049	5688880	Trustee Fee Series 2016 3A 03/01/20 - 02/28/2021	\$ 3,717.38
Waste Connections of Florida	002050	13706933	Waste Services Clubhouse 05/20	\$ <u>242.00</u>
Report Total				<u>\$ 77,365.80</u>

Tab 4

**AGREEMENT BETWEEN MARTINEZ AND COMPANY, INC.,
AND
HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT
FOR SECURITY SERVICES**

This Agreement between the parties hereto (the “Contract” or the “Agreement”) is made and entered into this 1st day of June, 2020, for security services by and between:

Highlands Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Hillsborough County, Florida, with a mailing address is 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625 (“District”), and

Martinez and Company, Inc., a Florida corporation, with a principal address of 6807 South Shamrock Street, Tampa, Florida 33616 and a mailing address at P.O. Box 151436, Tampa, Florida 33684 (“Contractor”).

RECITALS

WHEREAS, the District was established by ordinance of the Board of County Commissioners of Hillsborough County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including surface water management systems, roadways, landscaping, and other infrastructure; and

WHEREAS, the District desires to enter into an agreement with the Contractor to provide security services; and

WHEREAS, the District wishes to contract with the Contractor to provide security services as directed to include monitoring property for a variety of site-specific violations such as Trespassing, Vandalism and Theft. Officers will be well trained and dressed in identifying uniforms. On-site dedicated hours will be scheduled by the District.

WHEREAS, Contractor, who submitted the proposal attached hereto as **Exhibit A** (“Scope of Services”) and incorporated by reference herein, represents that it has the skills, knowledge and ability to provide such operation and management services to the District in accordance with the terms of this Agreement; and

WHEREAS, the District and Contractor warrant and agree that they have all right, power, and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the District and Contractor (collectively, referred to as the “Parties”), the receipt of which and sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section 1. Recitals. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

Section 2. Contractor’s Obligation. The Contractor will provide additional security services within the boundaries of the District as directed. Specifically, Contractor shall provide the services at rates provided in **Exhibit A**. Services include monitoring property for a variety of site-specific violations

such as Trespassing, Vandalism and Theft. Contractor shall perform such work at the direction of the District and invoice the District. Contractor shall provide all labor and equipment necessary for such service unless otherwise identified in **Exhibit A**.

Section 3. Terms, Billing and Payment. Contractor shall invoice the District for services provided of an unarmed Class 'D' Security Officer at an hourly rate of \$16.38 per hour with a four (4) hour minimum per officer (the "Regular Rate"). A Holiday Rate of 1.5 times the Regular Rate shall be charged for the following Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. No other conditions shall affect the agreed Regular Rate. Invoicing for services shall be presented to the District for payment pursuant to the terms of the Agreement in the manner outlined in this Agreement. The District shall provide payment within thirty (30) days of receipt of invoices.

Section 4. Care of the Property. In performing their duties pursuant to this Agreement, Contractor shall use all due care to protect the property of the District, its residents and landowners from damage. Contractor agrees to repair or replace, to the District's satisfaction, any damage resulting from Contractor's activities and work within twenty-four (24) hours. In the event Contractor does not repair or replace the damage to District's satisfaction, Contractor shall be responsible for reimbursing District for such damages.

Section 5. Independent Contractor. Contractor and District agree that Contractor is, and shall remain at all times an independent contractor and shall not in any way claim or be considered an employee of the District.

Section 6. Cancellation. The District may terminate the services described in this Agreement without cause upon thirty (30) days written notice. The District shall also have the right to cancel this Agreement at any time due to Contractor's failure to perform in accordance with the terms of this Agreement or for any reason. Contractor shall have the right to cancel this Agreement upon sixty (60) days written notice to the District stating a failure of the District to perform in accordance with the terms of this Agreement. In the event either party cancels this Agreement, Contractor agrees to accept the balance due and owing to them at the effective date of cancellation for the work performed up to that date.

Section 7. Entire Agreement. This instrument shall constitute an Agreement to the final and complete expression of the Agreement between the parties relating to the subject matter of this Agreement. To the extent that anything contained within **Exhibit A** conflicts with anything contained within this Agreement, this Agreement shall control.

Section 8. Amendment. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

Section 9. Authority to Contract. The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

Section 10. Notices. All notices, requests, consents and other communications hereunder ("Notices") shall be in writing and shall be delivered, mailed by Federal Express or First Class Mail, postage prepaid, to the parties, as follows:

- a. If to Contractor: Martinez and Company, Inc.
P.O. Box 151436
Tampa, Florida 33684
Attn: Manager
- b. If to District: Highlands Community Development District
12750 Citrus Park Lane, Suite 115
Tampa, Florida 33625
Attn: District Manager

With a copy to: Brooks, Sheppard & Rocha PLLC
606 West Madison Street
Tampa, Florida 33602
Attn: Biff Craine, District Counsel

Section 11. Assignment. Contractor may not assign this Agreement or any monies to become due hereunder without the prior written approval of the District. The Contractor agrees that any assignment by the Contractor attempted to be entered into without the written approval of the District shall be invalid and unenforceable.

Section 12. Applicable Law. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida, with venue for any disputes to be in Hillsborough County.

Section 13. Compliance with Public Records Laws. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records and shall be treated as such by the Contractor, in accordance with Florida law. As such, the Contractor must 1.) keep and maintain public records required by the District to perform the service; 2.) upon request by the District's Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3.) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4.) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or the Contractor must keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the Microsoft Word or in Adobe pdf format. Contractor acknowledges that the designated Public Record Custodian for the District is Rizzetta & Company.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT (813) 933-5571, OR BY EMAIL AT BRADCLIFF@RIZZETTA.COM, OR

CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT (813) 933-5571, OR BY EMAIL AT BRADCLIFF@RIZZETTA.COM, OR BY REGULAR MAIL AT 12750 CITRUS PARK LANE, SUITE 115, TAMPA, FLORIDA 33625.

Section 14. Effective Date and Term. This Agreement shall become effective as of June 1, 2020, and remain in effect until September 30, 2021. The District in their sole discretion may elect to renew this Agreement for an additional year, October 1, 2021 to September 30, 2022, under the same terms and conditions herein.

IN WITNESS, WHEREOF, the parties hereto have signed and sealed this Agreement on the day and year first written above.

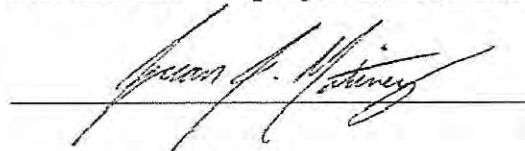
ATTEST:

Highlands Community Development District

Secretary/Assistant Secretary


Chairperson, Board of Supervisors

Martinez and Company, Inc., a Florida corporation



By: Juan J. Martinez

Title: President

EXHIBIT A
Scope of Services