



Rizzetta & Company

Highlands Community Development District

**Board of Supervisors' Meeting
September 22, 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	Jennifer Goldyn	Rizzetta & Company, Inc.
District Counsel	Biff Craine	Brooks, Sheppard & Rocha
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.

September 15, 2020

**Board of Supervisors
Highlands Community
Development District**

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Highlands Community Development District will be held on **Tuesday, September 22, 2020 at 7:00 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-193). The following is the final agenda for this meeting:

- 1. CALL TO ORDER / ROLL CALL**
- 2. STAFF REPORTS**
 - A. Review of Vendor Maintenance Reports
 1. Waterway Inspection ReportTab 1
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on August 25, 2020Tab 2
 - B. Consideration of Operations & Maintenance Expenditures for August 2020 Tab 3
 - C. Ratification of Series 2018 Requisition – CR 60-63 Phase 3b & 5.....Tab 4
 - E. Clubhouse Manager ReportTab 5
- 4. BUSINESS ITEMS**
 - A. Consideration of janitorial proposalsTab 6
 - B. Review of Monument Lighting proposal (under separate cover)
 - C. Discussion regarding Zoom for the clubhouse
 - D. Discussion of Capital Outlay
 - E. Review of Financial StatementsTab 7
 - F. Update of landscape RFP
 - G. Consideration of Florida Insurance Alliance Proposal.....Tab 8
 - H. Discussion regarding District Engineer
- 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) 533-2950.

Sincerely,

Jennifer Goldyn

Jennifer Goldyn
District Manager

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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, August 25, 2020 at 7:02 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 as extended by Executive Order 20-112, 20-150, 20-179 and 20-193.

Present via teleconference and constituting a quorum:

Kangelia Baxter	Board Member, Chair
John Cleveland	Board Member, Assistant Secretary
Trang Chu	Board Member, Assistant Secretary
Elizabeth Brown	Board Member, Assistant Secretary

Also present via teleconference were:

Jennifer Goldyn	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

FIRST ORDER OF BUSINESS

Call to Order

Ms. Goldyn called the meeting to order and conducted roll call, confirming quorum.

SECOND ORDER OF BUSINESS

**Consideration of Minutes of
Board of Supervisors' Meeting
held on July 28, 2020**

Ms. Goldyn presented the minutes of the Board of Supervisors' meeting held on July 28, 2020 to the Board.

On a Motion by Ms. Baxter, seconded by Mr. Cleveland, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on July 28, 2020 as presented, for the Highlands Community Development District.

46 **THIRD ORDER OF BUSINESS**

**Consideration of Operation &
Maintenance Expenditures for
July 2020**

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Ms. Goldyn presented the Operation & Maintenance Expenditures for July 2020 to the Board.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the Operations & Maintenance expenditures for July 2020 (\$56,557.46), for the Highlands Community Development District.

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54 **FOURTH ORDER OF BUSINESS**

**Ratification of Series 2018
Requisitions – CR 57-59 Phase 3b
& 5**

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58 Ms. Goldyn presented Series 2018 Requisition - CR 57-59 Phase 3b & 5 to the Board
59 of Supervisors.
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On a Motion by Mr. Cleveland, seconded by Ms. Chu, with all in favor, the Board of Supervisors ratified Series 2018 Requisitions – CR 57-59 Phase 3b & 5, for the Highlands Community Development District.

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62 **FIFTH ORDER OF BUSINESS**

**Review of Engineering
Qualifications**

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65 The Board reviewed the Engineering Qualifications.
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On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors appointed Cardno Engineering qualifications, for the Highlands Community Development District.

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68 **SIXTH ORDER OF BUSINESS**

Staff Reports

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70 **A. District Counsel**

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72 Mr. Craine informed the Board that the meetings to continue on Zoom until
73 October 1, 2020.

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75 **B. District Engineer**

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77 Not present; no report provided.

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79 **C. District Manager**

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81 Ms. Goldyn announced that the next regular meeting is scheduled to be
82 held on September 22, 2020 at 7:00 p.m.

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84 The Board decided to discontinue deep cleaning until further notice.
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86 The Board requested cleaning proposals from other vendors.

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88 **D. Clubhouse Manager Report**

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90 Ms. Brown presented her report and the clubhouse pressure washing
91 proposals.

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On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved Gladiator's pressure washing proposal, for the Highlands Community Development District.

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94 The Board reviewed the Water Aerobics Class proposal.

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On a Motion by Ms. Baxter, seconded by Mr. Cleveland, with all in favor, the Board of Supervisors approved the Water Aerobics Class, for the Highlands Community Development District.

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97 **SEVENTH ORDER OF BUSINESS**

**Discussion of Landscape and
Irrigation Maintenance RFP**

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100 Ms. Goldyn presented the updated timeline for the RFP on behalf of Rizzetta Field
101 Service Team.

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103 **EIGHTH ORDER OF BUSINESS**

Adjournment

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On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board of Supervisors adjourned the meeting at 7:53 p.m., for the Highlands Community Development District.

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Assistant Secretary

Chair / Vice Chair

Highlands Community Development District

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

Operations and Maintenance Expenditures August 2020 For Board Approval

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

The total items being presented: **\$78,827.70**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Highlands Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Brandon Lock & Safe, Inc.	002150	49007	Replace Cameras 08/20	\$ 174.50
Bright House Networks	002169	065262901080420	11102 Ayersworth Glen Blvd Clubhouse 08/20	\$ 268.26
Down To Earth	002151	68289	Irrigation Repairs 05/20	\$ 615.93
Down To Earth	002151	71567	Monthly Maintenance 07/20	\$ 19,216.67
Down To Earth	002151	72939	Irrigation Repairs 07/20	\$ 894.39
Down To Earth	002171	73441	Monthly Maintenance 08/20	\$ 19,216.67
Elizabeth Brown	002162	EB072820	Board of Supervisors Meeting 07/28/20	\$ 200.00
Gloria Cleaning Services of Tampa Inc.	002164	1053	Bi-Weekly Cleaning Service 07/19/20-08/02/20	\$ 1,150.00
Guardian Protection Services	002152	56176736	Clubhouse Security Services 07/28/20-08/27/20	\$ 58.43
Insect IQ Inc.	002146	29603	Commercial Monthly Pest Control 07/20	\$ 77.50
Jayman Enterprises, LLC	002153	1223	Repairs Work 07/20	\$ 7,200.00
John Cleveland	002163	JC072820	Board of Supervisors Meeting 07/28/20	\$ 200.00
Kangelia J Baxter	002161	KB072820	Board of Supervisors Meeting 07/28/20	\$ 200.00
KS Statebank	002154	3355093 09/20	Fitness Equipment Lease 09/20	\$ 674.13

Highlands Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Landmark Engineering & Surveying Corporation	002172	2130094-83	Engineering Services Billed Through 07/31/20	\$ 252.50
Martinez and Company, Inc.	002147	20169	Security Officer 07/16/20-07/19/20	\$ 393.12
Martinez and Company, Inc.	002155	20198	Security Officer 07/22,25,26/20	\$ 393.12
Martinez and Company, Inc.	002165	20227	Security Officer 07/31/20-08/01/20	\$ 262.08
Martinez and Company, Inc.	002173	20244	Security Officer 08/06/20-08/09/20	\$ 393.12
Otis Franklin III	002166	OF072820	Board of Supervisors Meeting 07/28/20	\$ 200.00
Phuong Trang Chu	002167	TC072820	Board of Supervisors Meeting 072820	\$ 200.00
Pinch A Penny	002156	17180	Monthly Pool Service 07/20	\$ 1,400.00
Rizzetta & Company, Inc.	002148	INV0000051727	District Management Fees 08/20	\$ 4,766.67
Rizzetta Amenity Services, Inc.	002157	INV00000000007479	Bi-Weekly Payroll & Employee Ins Reimb 05/01/20	\$ 3,199.40
Rizzetta Amenity Services, Inc.	002168	INV00000000007792	Bi-Weekly Payroll & Employee Ins Reimb 08/07/20	\$ 3,200.63
Rizzetta Amenity Services, Inc.	002168	INV00000000007854	Mileage & Cell Phone 07/20	\$ 75.50
Solitude Lake	002174	PI-A00455937	Lake & Pond Management Services 08/20	\$ 1,491.00
Staples	002149	8059047397	General Office Supplies 07/20	\$ 126.93

Highlands Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TECO	002175	221007742747 07/20	10504 Ayersworth Glen Blvd 07/20	\$ 35.36
TECO	002175	221007860416 07/20	Ayersworth Glen PH 4 07/20	\$ 967.20
TECO	002170	TECO Lights Summary 07/20	TECO Lights Summary 07/20	\$ 10,285.59
Times Publishing Company	002158	0000099010 07/29/20	Legal Advertising Acct 174831 07/29/20	\$ 497.00
VGlobal Tech	002159	1862	Community Web Maintenance 08/20	\$ 300.00
Waste Connections of Florida	002160	14544872	Waste Services Clubhouse 08/20	\$ <u>242.00</u>
Report Total				\$ <u>78,827.70</u>