



Rizzetta & Company

Highlands Community Development District

**Board of Supervisors' Meeting
December 15, 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 William Conklin Mark Bouthot Trang Chu John Cleveland	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	Phil Chang	Johnsons 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.

December 8, 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, December 15, 2020 at 7:00 p.m.** at the Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Blvd., Wimauma, FL 33598. 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. Field Inspection ReportTab 1
 2. Waterway Inspection Report
(under separate cover)
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
 - E. Clubhouse Manager Report.....Tab 2
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors'
Regular Meeting held on November 24, 2020Tab 3
- 4. BUSINESS ITEMS**
 - A. Consideration of pressure washing proposalTab 4
 - B. Consideration of basketball court resurfacing and
rim proposals.....Tab 5
 - C. Consideration of electrical proposal for phase 4
MonumentTab 6
 - D. Review of Amenities Requested Chart.....Tab 7
 - E. Consideration of Capital Land Contract
(Under separate cover)
- 6. AUDIENCE COMMENTS**
- 7. SUPERVISOR REQUESTS**
- 8. 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, November 24, 2020 at 7:04 p.m.** at the Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Blvd., Wimauma, FL 33598.

Present and constituting a quorum:

Kangelia Baxter	Board Member, Chair
John Cleveland	Board Member, Assistant Secretary
Trang Chu	Board Member, Assistant Secretary
Mark Bouthot	Board Member, Assistant Secretary

Also present via teleconference were:

Jennifer Goldyn	District Manager, Rizzetta & Company, Inc.
Elizabeth Brown	Clubhouse Manager, RASI
Biff Craine	District Counsel, Brooks Sheppard & Rocha

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Presentation of Oath of Office

Ms. Goldyn presented the Oath of Office to Mark Bouthot.

Ms. Goldyn asked the Board for Motion to declare Seat 4 vacant.

On a Motion by Ms. Baxter, seconded by Mr. Cleveland, with all in favor, the Board of Supervisors declared Seat 4 vacant, for the Highlands Community Development District.

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THIRD ORDER OF BUSINESS

Staff Reports

1. Review of Vendor Maintenance Report

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A. Landscape Report

Ms. Goldyn presented the Landscape Report to the Board.

B. Waterway Inspection Report

Ms. Goldyn presented the Waterway Inspection Report to the Board.

2. District Counsel

Present and no report.

3. District Engineer

A. Discussion regarding pond erosion

Mr. Chang introduced himself to the Board and will work with Mr. Simoes on erosion issues.

B. Discussion regarding sidewalks

Ms. Brown will work with Mr. Chang regarding the sidewalks.

4. District Manager

A. Discussion regarding December's meeting date

On a Motion by Ms. Baxter, seconded by Mr. Bouthot, with all in favor, the Board of Supervisors approved moving the December meeting date to December 15, 2020, at 7:00 p.m., for the Highlands Community Development District.

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THIRD OFER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Meeting held on October 27, 2020

Ms. Goldyn presented the minutes of the Board of Supervisors' meeting held on October 27, 2020 to the Board of Supervisors.

On a Motion by Mr. Bouthot, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on October 27, 2020 as presented, for the Highlands Community Development District.

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88 **FOURTH ORDER OF BUSINESS** **Consideration of Operation &**
89 **Maintenance Expenditures for**
90 **October 2020**
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92 Ms. Goldyn presented the Operation & Maintenance Expenditures for October
93 2020 to the Board of Supervisors.
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On a Motion by Ms. Baxter, seconded by Mr. Franklin, III, with all in favor, the Board of Supervisors approved the Operations & Maintenance expenditures for October 2020 (\$74,116.53), for the Highlands Community Development District.

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96 **FIFTH ORDER OF BUSINESS** **Review of Resumes**
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98 Ms. Goldyn presented the resumes to the Board.
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On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board of Supervisors appointed Mr. Conklin to seat 4, for the Highlands Community Development District.

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101 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2021-01,**
102 **Designating Officers**
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104 Ms. Goldyn presented Resolution 2021-01, Designating Officers to the Board.
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On a Motion by Mr. Cleveland, seconded by Mr. Bouthot, with all in favor, the Board of Supervisors adopted Resolution 2021-01, Designating Officers with Ms. Baxter as Chairman and Mr. Conklin as Vice Chairman, for the Highlands Community Development District.

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107 **SEVENTH ORDER OF BUSINESS** **Clubhouse Managers**
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109 Ms. Brown informed the Board about the Drive by Santa Parade.
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On a Motion by Ms. Baxter, seconded by Mr. Conklin, with all in favor, the Board of Supervisors approved the Drive by Santa Parade in a NTE amount of \$1,300.00, for the Highlands Community Development District.

111 Ms. Brown presented the explained the Wellness Event to the Board.
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On a Motion by Mr. Bouthot, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the Wellness Event, for the Highlands Community Development District.

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118 **EIGHTH ORDER OF BUSINESS** **Consideration of Outdoor Ceiling Fans**
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On a Motion by Mr. Conklin seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the outdoor ceiling fans in the amount of \$525.00, for the Highlands Community Development District.

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121 **NINTH ORDER OF BUSINESS** **Consideration of Basketball Court**
122 **Resurface proposals**
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124 The Board decided to table this item until December's meeting.
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126 **TENTH ORDER OF BUSINESS** **Discussion regarding speed bumps**
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128 Ms. Goldyn presented the speed bump e-mail under sperate cover. A discussion
129 ensued.
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131 **ELEVENTH ORDER OF BUSINESS** **Supervisor Request**
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133 There were no Supervisor Requests.
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135 **TWELFTH ORDER OF BUSINESS** **Adjournment**
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On a Motion by Ms. Baxter, seconded by Mr. Bouthot, with all in favor, the Board of Supervisors adjourned the meeting at 8:30 p.m., for the Highlands Community Development District.

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Assistant Secretary Chair / Vice Chair