



Rizzetta & Company

Highlands Community Development District

**Board of Supervisors' Meeting
January 26, 2021**

**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.

January 20, 2021

**Board of Supervisors
Highlands Community
Development District**

REVISED FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Highlands Community Development District will be held on **Tuesday, January 26, 2021 at 7:00 p.m.** at the Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Blvd., Wimauma, FL 33598. The following is the revised final agenda for this meeting:

- 1. CALL TO ORDER / ROLL CALL**
- 2. SPECIAL BUSINESS ITEMS**
 - A. Consideration of District Counsel ProposalsTab 1
- 3. STAFF REPORTS**
 - A. Review of Vendor Maintenance Reports
 1. Field Inspection ReportTab 2
 2. Landscape Report
 - A. Consideration of Capital Land Irrigation Proposal....Tab 3
 3. Waterway Inspection ReportTab 4
 - A. Consideration of Lake Maintenance Renewal Service Contract.....Tab 5
 - B. District Counsel
 - C. District Engineer
 1. Consideration of pond 6 Erosion ProposalsTab 6
 - D. District Manager
 - E. Clubhouse Manager Report.....Tab 7
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on December 15, 2020Tab 8
 - B. Consideration of Operations & Maintenance Expenditures for November and December 2020 Tab 9
- 5. BUSINESS ITEMS**
 - A. Consideration of Fitnessmith Proposal.....Tab 10
 - B. Discussion regarding Security Cameras
- 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, December 15, 2020 at 7:00 p.m.** at the Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Blvd., Wimauma, FL 33598.

Present and constituting a quorum:

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

Also present via teleconference were:

Jennifer Goldyn	District Manager, Rizzetta & Company, Inc.
Kelly Klukowski	Amenity Services Assistant Manager, RASI
Elizabeth Brown	Clubhouse Manager, RASI
Jason Liggett	Field Service Manager, Rizzetta & Company, Inc.
Luke Elridge	Representative, Capital Land Landscape

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 Maintenance
Staff Proposal**

Ms. Klukowski presented the Maintenance Staff proposal to the Board of Supervisors. The Board decided to table this item until the budget meeting.

THIRD ORDER OF BUSINESS

**Discussion regarding New
District Counsel**

The Board directed Ms. Goldyn to seek RFQ for new District Counsel.

FOURTH ORDER OF BUSINESS

Staff Reports

1. Review of Vendor Maintenance Report

A. Field Service Report

Mr. Liggett presented the Field Service Report to the Board of Supervisors.

B. Landscape Report

Mr. Eldridge presented the Annual Proposal to the Board of Supervisors.

On a Motion by Mr. Conklin, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the Annual Proposal, for the Highlands Community Development District.

Mr. Eldridge presented the Entrance Proposal to the Board of Supervisors.

On a Motion by Mr. Bouthot, seconded by Mr. Conklin, with all in favor, the Board of Supervisors approved the Entrance Proposal, for the Highlands Community Development District.

C. Waterway Inspection Report

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

2. District Counsel

Not present and no report.

3. District Engineer

A. Discussion regarding pond erosion

The Board directed the Mr. Chang to obtain proposals for erosion.

4. District Manager

Ms. Goldyn informed the Board that the next meeting is scheduled for January 26, 2021, at 7:00 p.m.

5. Clubhouse Manager Report

Ms. Brown presented her report to the Board of Supervisors.

Highlands Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Martinez and Company, Inc.	002281	20575	Security Officer 11/12/20-11/15/20	\$ 393.12
Otis Franklin III	002274	OF102720	Board of Supervisors Meeting 10/27/20	\$ 200.00
Phuong Trang Chu	002275	TC102720	Board of Supervisors Meeting 10/27/20	\$ 200.00
Pinch A Penny	002282	20668	Repair Timer 11/20	\$ 188.99
Rizzetta & Company, Inc.	002260	INV0000054183	District Management Fees 11/20	\$ 4,766.67
Rizzetta Amenity Services, Inc.	002267	INV0000000008099	Bi-Weekly Payroll & Employee Ins Reimb 10/30/20	\$ 2,250.63
Rizzetta Amenity Services, Inc.	002284	INV0000000008127	Mileage & Cell Phone 10/20	\$ 162.20
Rizzetta Amenity Services, Inc.	002284	INV0000000008156	Bi-Weekly Payroll & Employee Ins Reimb 11/13/20	\$ 3,273.42
Rizzetta Technology Services	002261	INV0000006472	Website Email & Hosting Services 11/20	\$ 100.00
Solitude Lake	002285	PI-A00504870	Lake & Pond Management Servicees 11/20	\$ 1,491.00
TECO	002286	221007742747 10/20	10504 Ayersworth Glen Blvd 10/20	\$ 33.75
TECO	002286	221007846795 10/20	Ayersworth Glen PH 3B 10/20	\$ 1,105.99
TECO	002286	221007860416 10/20	Ayersworth Glen PH 4 10/20	\$ 1,047.90
TECO	002270	TECO Lights Summary 10/20	TECO Lights Summary 10/20	\$ 10,364.23

Highlands Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
VGlobal Tech	002268	2124	Community Web Maintenance 11/20	\$ 300.00
Waste Connections of Florida	002269	15250798	Waste Services Clubhouse 11/20	\$ <u>242.00</u>
Report Total				\$ <u>39,811.94</u>

Highlands Community Development District

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

Operations and Maintenance Expenditures December 2020 For Board Approval

The total items being presented: **\$64,775.41**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Highlands Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BOCC	002329	BOCC Summary 12/20	BOCC Summary 12/20	\$ 278.54
Brooks, Sheppard & Rocha, PLLC	002308	2018	Professional Services Rendered Through 11/30/20	\$ 717.50
Construction Management Services, Down To Earth	002294	2070	Repair And Paint Clubhouse Ceiling 11/20	\$ 1,350.00
	002295	79075	Monthly Maintenance 11/20	\$ 19,216.67
Down To Earth	002295	81611	Irrigation Repairs 11/20	\$ 530.50
Frontier Communications	002330	081320-5 12/20	Phone, Cable and Internet 12/20	\$ 112.12
Guardian Protection Services	002310	57178394	Clubhouse Security Services 11/28/20-12/27/20	\$ 51.48
Highlands CDD	CD019	CD019	Debit Card Replenishment	\$ 866.31
Hillsborough County Public Utilities	002318	077952.6380	Annual Water/Sewer Impact Fee Assessment 12/20	\$ 4,528.06
Insect IQ Inc.	002296	33354	Commercial BiMonthly Pest Control 11/20	\$ 77.50
Jan-Pro of Tampa Bay	002305	163844	Clubhouse Cleaning 11/20	\$ 975.00
Jan-Pro of Tampa Bay	002305	164095	Clubhouse Cleaning 12/20	\$ 975.00
Jayman Enterprises, LLC	002297	1360	Repairs Work 11/20	\$ 175.00
Jayman Enterprises, LLC	002319	1385	Install Outdoor Ceiling Fans 12/20	\$ 650.00

Highlands Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BOCC	002329	BOCC Summary 12/20	BOCC Summary 12/20	\$ 278.54
Brooks, Sheppard & Rocha, PLLC	002308	2018	Professional Services Rendered Through 11/30/20	\$ 717.50
JBW Designs LLC DBA Poop 911	002323	3672970	14 Poop Stations Installed 08/20	\$ 391.60
JBW Designs LLC DBA Poop 911	002323	3950463	14 Poop Stations Installed 11/20	\$ 391.60
John Cleveland	002293	JC112420	Board of Supervisors Meeting 11/24/20	\$ 200.00
John Cleveland	002317	JC121520	Board of Supervisors Meeting 12/15/20	\$ 200.00
Kangelia J Baxter	002291	KB112420	Board of Supervisors Meeting 11/24/20	\$ 200.00
Kangelia J Baxter	002315	KB121520	Board of Supervisors Meeting 12/15/20	\$ 200.00
Kidz Fun Enterprises, LLC	002298	121820GLEN- Balance	Winter Wonderland- Balance Due 12/20	\$ 700.00
KS Statebank	002320	335509301/21	Fitness Equipment Lease 01/21	\$ 674.13
Mark Bouthot	002292	MB112420	Board of Supervisors Meeting 11/24/20	\$ 200.00
Mark Bouthot	002316	MB121520	Board of Supervisors Meeting 12/15/20	\$ 200.00
Martinez and Company, Inc.	002299	20600	Security Officer 11/18/20- 11/22/20	\$ 393.12

Highlands Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BOCC	002329	BOCC Summary 12/20	BOCC Summary 12/20	\$ 278.54
Brooks, Sheppard & Rocha, PLLC	002308	2018	Professional Services Rendered Through 11/30/20	\$ 717.50
Martinez and Company, Inc.	002299	20626	Security Officer 11/25/20- 11/29/20	\$ 376.74
Martinez and Company, Inc.	002311	20649	Security Officer 12/02/20-- 12/06/20	\$ 376.74
Martinez and Company, Inc.	002321	20672	Security Officer 12/10/20-- 12/13/20	\$ 393.12
Phuong Trang Chu	002300	TC112420	Board of Supervisors Meeting 11/24/20	\$ 200.00
Phuong Trang Chu	002322	TC1215120	Board of Supervisors Meeting 12/15/20	\$ 200.00
Rizzetta & Company, Inc.	002301	INV0000054660	District Management Fees 12/20	\$ 4,766.67
Rizzetta Amenity Services, Inc.	002302	INV0000000008186	Bi-Weekly Payroll & Employee Ins Reimb 11/27/20	\$ 2,250.63
Rizzetta Amenity Services, Inc.	002324	INV0000000008318	Mileage & Cell Phone 11/20	\$ 115.28
Rizzetta Amenity Services, Inc.	002324	INV0000000008345	Bi-Weekly Payroll & Employee Ins Reimb 12/10/20	\$ 3,372.81
Rizzetta Technology Services	002303	INV0000006575	Website Email & Hosting Services 12/20	\$ 100.00
Solitude Lake	002325	PI-A0019804	Lake & Pond Management Services 12/20	\$ 1,491.00
Staples	002304	3460677253	General Office Supplies 10/20	\$ 121.49

Highlands Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BOCC	002329	BOCC Summary 12/20	BOCC Summary 12/20	\$ 278.54
Brooks, Sheppard & Rocha, PLLC	002308	2018	Professional Services Rendered Through 11/30/20	\$ 717.50
Staples	002326	3463912274	General Office Supplies 12/20	\$ 317.38
TECO	002328	221007860416 11/20	Ayersworth Glen PH 4 11/20	\$ 1,008.42
TECO	002312	TECO Lights Summary 11/20	TECO Lights Summary 11/20	\$ 10,474.62
Times Publishing Company	002327	0000126927 12/06/20	Legal Advertising Acct 174831 12/06/20	\$ 697.00
U.S. Bank	002313	5947635	Trustee Fee Series 2016 11/01/20 - 10/31/2021	\$ 3,717.38
VGlobal Tech	002306	2202	Community Web Maintenance 12/20	\$ 300.00
Waste Connections of Florida	002307	15532652	Waste Services Clubhouse 12/20	\$ 242.00
Report Total				<u>\$ 64,775.41</u>