

**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 **Monday, January 22, 2019 at 7:01 p.m.** at the Ayersworth Glen Clubhouse located at 11102 Ayersworth Glen Blvd. Wimauma, Florida 33598

Present and constituting a quorum:

Kangelia Baxter	<b>Board Member, Chairman</b>
Jeffrey Jones	<b>Board Member, Vice Chairman</b>
Trang Chu	<b>Board Member, Assistant Secretary</b>
Elizabeth Brown	<b>Board Member, Assistant Secretary</b>
Otis Franklin	<b>Board Member, Assistant Secretary (Via Phone)</b>

Also present were:

Joseph Roethke	<b>Regional District Manager, Rizzetta &amp; Company, Inc.</b>
Bryan Radcliff	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Scott Green	<b>Field Services Manager, Rizzetta &amp; Company, Inc.</b>
Sarah Warren	<b>District Counsel, Hopping Green &amp; Sams (Via Phone)</b>
Ted Swanson	<b>Swanson &amp; Sons</b>
Russ	<b>First Coast Security Services</b>
Chad	<b>Dynamic Fitness &amp; Strength</b>
Mark	<b>Critterscoopers</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of Board of Supervisors' Regular Meeting held on December 17, 2018**

On a Motion by Mr. Jones, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the minutes for the regular meeting held on December 17, 2018 for Highlands Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for December 2018**

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the operation and maintenance expenditures for December 2018 (\$47,785.72) for Highlands Community Development District.

**FIFTH ORDER OF BUSINESS**

**Review of Vendor Maintenance Reports**

Mr. Radcliff presented the monthly reports to the Board for discussion. Scott Green presented the Field Inspection Report to the Board.

*(Russ from First Coast Security Services arrived at 7:15 p.m.)  
(Ms. Warren Called in at 7:15 p.m.)*

Mr. Swanson presented his landscape report to the Board. He stated that the tree trimming should be done by the end of next week. He also stated that perennials will go up in about six weeks.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved a proposal for multiple irrigation repairs from Swanson & Sons for Highlands Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Addendum from First Security Services**

Mr. Radcliff presented an addendum to the contract for First Security Services to the Board. Multiple issues were discussed regarding First Security Services including sleeping on the job and having his family present while on the job. The Board agreed to table this addendum until the April 2019 meeting.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Separation Tank Replacement Proposal**

Mr. Radcliff presented a separation tank replacement proposal from Pinch-a-Penny to the Board.

On a Motion by Ms. Brown, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the separation tank replacement proposal from Pinch-a-Penny in the amount of \$2,299.97 for Highlands Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Fitness Equipment Proposals**

Mr. Radcliff presented the fitness equipment proposals from Fitrev and Dynamic Fitness & Strength to the Board.

On a Motion by Ms. Brown, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the proposal from Dynamic Fitness & Strength in substantial form pending review of warranty information with the Vice Chairman having final approval once terms have been reviewed and finalized for Highlands Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of YMCA Summer Swim Agreement**

Mr. Radcliff presented a YMCA Summer Swim agreement to the Board.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the YMCA Swim Agreement for Highlands Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Dog Waste Removal Proposal**

Mr. Radcliff presented a dog waste removal proposal from Critterscoopers to the Board. The Board agreed to table this proposal until August 2019.

**ORDER OF BUSINESS**

**Consideration of Dissemination Agent**

Mr. Radcliff presented to the Board the dissemination agent agreement. Mr. Roethke reviewed the dissemination agent agreement with the Board.

On a Motion by Mr. Jones, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the dissemination agent agreement for Highlands Community Development District.

**ORDER OF BUSINESS**

**Consideration of Pressure Washing Proposal**

Mr. Radcliff presented the pressure washing proposal from Gladiator Pressure Washing Services to the Board.

On a Motion by Ms. Baxter, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the proposal from Gladiator Pressure Washing for Basketball Courts in the amount of \$175.00 for Highlands Community Development District.

## ELEVENTH ORDER OF BUSINESS

## Staff Reports

### A. District Counsel

Ms. Warren presented her District Counsel report to the Board. The Board discussed Resolution 2019-06 which would ratify confirm and approve the sale of the Highlands CDD special assessment bonds.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors adopted Resolution 2019-06 for Highlands Community Development District.

On a Motion by Mr. Jones, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the two notices of assessments for area 3B & 5 and area 4 for Highlands Community Development District.

### B. District Engineer

Not Present

### C. District Manager

Mr. Radcliff announced that the next meeting will be held on Tuesday, February 26, 2019 at 7:00PM at the Ayersworth Clubhouse, located at 11102 Ayersworth Glen Blvd. in Wimauma, Florida 33598. Ms. Warren discussed the sales agreement.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the sales agreement from Tampa Bay Mitigation for Highlands Community Development District.

Mr. Radcliff presented to the Board a resident's request to switch from well water to public water.

On a Motion by Mr. Jones, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the residents request to switch from well water to public water pending review by District Counsel and District Engineer for Highlands Community Development District.

**D. Clubhouse Manager**

Ms. Brown presented the clubhouse manager report to the Board. Conversations ensued regarding trash, fires and general disrespect from kids on the basketball court. The Board asked district counsel about the policy of sharing surveillance footage.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Brown suggested putting the Landscape contract out for Bid.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved putting the Landscape contract out to Bid for Highlands Community Development District.

Ms. Baxter asked about replacing the pool traps and about new umbrellas for the pool.

**THIRTEENTH FIFTEENTH ORDER OF BUSINESS**

**Audience Comments**

There were no comments from the audience.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Baxter, seconded by Mr. Jones, with all in favor, the Board of Supervisors adjourned the meeting at 8:31 p.m. for Highlands Community Development District.

  
Secretary/ Assistant Secretary

  
Chairman/Vice Chairman