

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, December 17, 2018 at 7:00 p.m.** at the Ayersworth Glen Clubhouse located at 11102 Ayersworth Glen Blvd. Wimauma, Florida 33598

Present and constituting a quorum:

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

Also present were:

Joseph Roethke	Regional District Manager, Rizzetta & Company, Inc.
Bryan Radcliff	District Manager, Rizzetta & Company, Inc.
Bre Parker	Financial Associate, Rizzetta & Company, Inc. (Via Phone)
Scott Green	Field Services Manager, Rizzetta & Company, Inc.
Sarah Warren	District Counsel, Hopping Green & Sams
Todd Amaden	District Engineer, Landmark Engineering (Via Phone)
Ted Swanson	Swanson & Sons
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**

A resident requested action be taken regarding construction vehicles parking on easements near 301 phase 5.

THIRD ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Regular Meeting held on November 27, 2018

On a Motion by Ms. Baxter, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the minutes for the regular meeting held on November 27, 2018 for Highlands Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for November 2018

On a Motion by Ms. Brown, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the operation and maintenance expenditures for November 2018 (\$49,414.10) 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. Mr. Green reviewed the Field Inspection Report with the Board. Mr. Swanson of Swanson & Sons updated the Board that he needs to move the start date for the tree trimming from the 18th to the 25th.

Mr. Swanson presented the landscape report. The Board requested that he add on to the original scope of work several palmettos to be cut down and trimmed.

Mr. Roethke reviewed the automatic renewal agreement with the Board.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2019-03, Bond Final Assessment

Mr. Radcliff presented to the Board Resolution 2019-03, the Final Bond Assessment. Ms. Warren reviewed resolution 2019-03 with the Board.

On a Motion by Mr. Jones, seconded by Ms. Baxter, with all in favor, the Board of Supervisors adopted Resolution 2019-03 for Highlands Community Development District.

SEVENTH ORDER OF BUSINESS

Review of Series 2018 Assessment Methodology Report

Mr. Radcliff presented to the Board a review of series 2018 assessment methodology report. Ms. Warren reviewed the 2018 assessment methodology report with the Board. Ms. Parker also reviewed the 2018 assessment methodology report with the Board.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2019-04,
Direct Material Purchases**

Mr. Radcliff presented to the Board Resolution 2019-04, Direct Material Purchases. Ms. Warren reviewed Resolution 2019-04 with the Board.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors adopted Resolution 2019-04 for Highlands Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2019-05,
Designating Assistant Secretary**

Mr. Radcliff presented to the Board Resolution 2019-05, which would designate Mr. Radcliff as an assistant secretary.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors adopted Resolution 2019-05 for Highlands Community Development District.

TENTH ORDER OF BUSINESS

**Ratification of Tree Trimming
Proposal**

Mr. Radcliff presented to the Board a tree trimming proposal from Swanson & Sons for Ratification. Mr. Swanson informed the Board that the start date will be moved from the 18th to the 25th.

On a Motion by Mr. Brown, seconded by Mr. Jones, with all in favor, the Board of Supervisors ratified the tree trimming proposal from Swanson & Sons in the amount of \$9,880.00 for Highlands Community Development District.

ELEVENTH 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.

TWELFTH 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.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Warren presented a motion to grant the Chair and Vice Chair the ability to executed any assigned construction contracts to the District.

On a Motion by Ms. Baxter, seconded by Mr. Jones, with all in favor, the Board of Supervisors will allow the Chairman and Vice Chairman of the Board to execute any assigned construction contracts to the District for Highlands Community Development District.

B. District Engineer

No Report

C. District Manager

Mr. Radcliff announced that the next meeting will be held on Tuesday, January 22, 2018 at 7:00PM at the Ayersworth Clubhouse, located at 11102 Ayersworth Glen Blvd. in Wimauma, Florida 33598. Mr. Radcliff reminded the Board of the upcoming CDD 101 presentation for Board supervisors.

D. Clubhouse Manager

Ms. Brown presented the clubhouse manager report to the Board. Conversation ensued regarding fitness equipment proposals and replacements as well as a presentation from Dustin Johnson with Camp Gladiator.

On a Motion by Mr. Jones, seconded by Ms. Baxter, with all in favor, the Board of Supervisors will allow Camp Gladiator to hold fitness classes at the District parking lot for Highlands Community Development District.

Ms. Brown discussed having Pinch-a-Penny come out to address various drainage issues. Ms. Brown discussed a workshop being held at the

community where participants can make their own soap.

FOURTEENTH ORDER OF BUSINESS Supervisor Requests

Mr. Jones requested a follow up with Todd Amaden and contractors regarding parking easements.

Ms. Baxter asked about a possible phase 6 development.

FIFTEENTH ORDER OF BUSINESS Audience Comments

There were no comments from the audience.

SIXTEENTH ORDER OF BUSINESS Adjournment

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors adjourned the meeting at 8:20 p.m. for Highlands Community Development District.


Secretary/ Assistant Secretary


Chairman/Vice Chairman