

## 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, February 26, 2019 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	<b>Board Member, 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</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>
Tyree Brown	<b>Field Services Manager, Rizzetta &amp; Company, Inc.</b>
Todd Amaden	<b>District Engineer, Landmark Engineering (Via Phone)</b>
Sarah Sandy	<b>District Counsel, Hopping Green &amp; Sams (Via Phone)</b>
Ted Swanson	<b>Swanson &amp; Sons</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 January 22, 2019**

On a Motion by Mr. Franklin, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the minutes for the regular meeting held on January 22, 2019 for Highlands Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for January 2019**

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the operation and maintenance expenditures for January 2019 (\$84,842.33) for Highlands Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Jeff Jones Resignation Letter**

Mr. Radcliff presented Jeff Jones resignation letter to the Board for consideration.

On a Motion by Mr. Franklin, seconded by Ms. Baxter, with all in favor, the Board of Supervisors accepted the resignation letter from Jeff Jones for Highlands Community Development District.

On a Motion by Ms. Brown, seconded by Mr. Franklin, with all in favor, the Board of Supervisors declared seat #1 as vacant for Highlands Community Development District.

**SIXTH ORDER OF BUSINESS**

**Ratification of Construction Contracts**

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors ratified the Phase 4 and 5 construction contracts in addition to an electrical services installation agreement for Highlands Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Change Order**

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors ratified a Phase 4 change order for Highlands Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Review of Vendor Maintenance Reports**

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

**NINTH ORDER OF BUSINESS**

**Consideration of ADASC  
Proposal/Scope of Work**

Mr. Radcliff presented a proposal and scope of work from ADASC to the Board.

On a Motion by Ms. Brown, seconded by Mr. Franklin, with all in favor, the Board of Supervisors approved the proposal from ADASC pending district counsel review for Highlands Community Development District.

**TENTH ORDER OF BUSINESS**

**Presentation of Landscape RFP**

Mr. Brown presented the Landscape RFP to the Board. District Counsel explained the evaluation criteria to the Board.

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

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Patio  
Furniture**

Mr. Radcliff presented two proposals from Florida Patio Furniture Inc., to the Board.

On a Motion by Ms. Brown, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the proposal in the amount of \$3,716.00 from Florida Patio Furniture Inc., for Highlands Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Storm Water Proposal**

Mr. Radcliff presented a storm water proposal from Finn Outdoor proposal to the Board.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the storm water proposal from Finn Outdoor in the amount of \$5,400.00 for Highlands Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

On a Motion by Mr. Brown, seconded by Mr. Franklin, with all in favor, the Board of Supervisors delegated Kangelia Baxter as a liaison for the Dynamic Fitness and Strength decision once review is completed by District Counsel 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, March 26, 2019 at 7:00PM at the Ayersworth Clubhouse, located at 11102 Ayersworth Glen Blvd. in Wimauma, Florida 33598.

**D. Clubhouse Manager**

Ms. Brown presented the clubhouse manager report to the Board. Ms. Brown commented on the possibility of a shred company making monthly visits to the District. Ted Swanson to submit additional mulch proposal for areas currently not covered. Ms. Brown requested proposals for benches.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Baxter commented on the monument lighting.

**FIFTEENTH ORDER OF BUSINESS**

**Audience Comments**

There were no comments from the audience.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Baxter, seconded by Mr. Franklin, with all in favor, the Board of Supervisors adjourned the meeting at 8:07 p.m. for Highlands Community Development District.

  
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Secretary/ Assistant Secretary

  
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Chairman/Vice Chairman