

**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 **Tuesday, March 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:

Bryan Radcliff	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tyree Brown	<b>Field Services Manager, Rizzetta &amp; Company, Inc.</b>
Patrick Bell	<b>Field Services Manager, Rizzetta &amp; Company, Inc.</b>
Todd Amaden	<b>District Engineer, Landmark Engineering (Via Phone)</b>
Sarah Warren	<b>District Counsel, Hopping Green &amp; Sams</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 Landscape RFP Bids**

Mr. Brown presented the Landscape RFP to the Board for discussion.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the RFP bid from Down to Earth as the new landscape company with a start date of May 1st for Highlands Community Development District.

On a Motion by Mr. Franklin, seconded by Ms. Chu, with all in favor, the Board of Supervisors terminated the contract of Swanson & Sons for Highlands Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of Board of Supervisors' Regular Meeting held on February 26, 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 February 26, 2019 for Highlands Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for February 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 February 2019 (\$43,042.24) for Highlands Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Series 2018, Construction Requisitions CR 9-14**

On a Motion by Mr. Franklin, seconded by Ms. Brown, with all in favor, the Board of Supervisors ratified construction requisition 9-11 for Phases 3B & 5 and construction requisitions 12-14 for Phases 3B & 5 for Highlands Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Review of Vendor Maintenance Reports**

Mr. Radcliff presented the monthly reports to the Board for discussion.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Clubhouse Painting Proposal**

The Board agreed to table this proposal until warranty information is determined for each proposal.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Warren presented her District Counsel report. Ms. Warren stated that she is currently monitoring several bills that are being debated in the house.

**B. District Engineer**

Mr. Amaden presented his district engineer report to the Board. Mr. Amaden updated the Board on an area of exposed wires in the District.

**C. District Manager**

Mr. Radcliff announced that the next meeting will be held on Tuesday, April 23, 2019 at 7:00PM at the Ayersworth Clubhouse, located at 11102 Ayersworth Glen Blvd. in Wimauma, Florida 33598.

Mr. Radcliff presented his District Manager's report to the Board. Mr. Radcliff updated the Board on the fitness equipment lease and the need for submissions for the open seat on the Board.

**D. Clubhouse Manager**

Ms. Brown presented the clubhouse manager report to the Board. Ms. Brown updated the Board on the decrease in price on recently purchased patio furniture, upcoming clubhouse events, and the topic of access to amenities after hours. The Board listened to a proposal from Alan Messing from swim kids USA regarding swim classes for children.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no supervisor requests.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

There were no comments from the audience.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Franklin, seconded by Ms. Chu, with all in favor, the Board of Supervisors adjourned the meeting at 8:26 p.m. for Highlands Community Development District.

  
Secretary/ Assistant Secretary

  
Chairman/Vice Chairman