

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 Audit Committee meeting of the Board of Supervisors of the Highlands Community Development District was held on **Tuesday, May 22, 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:

Al Thomka	<b>Board Member, Chairman</b>
Jeff Jones	<b>Board Member, Vice Chairman</b>
Elizabeth Brown	<b>Board Member, Assistant Secretary</b>
Otis Franklin	<b>Board Member, Assistant Secretary</b>
Kangelia Baxter	<b>Board Member, Assistant Secretary</b>

Also present were:

Joseph Roethke	<b>Regional District Manager, Rizzetta &amp; Company, Inc.</b>
Todd Amaden	<b>District Engineer, Landmark Engineering</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. Roethke called the meeting to order and conducted roll call.

45 **SECOND ORDER OF BUSINESS** **Review and Ranking of Proposals**


46  
47 Mr. Roethke presented audit proposals to the committee and reviewed the details of each proposal.  
48 Mr. Roethke entertained various questions from the audit committee. Mr. Roethke distributed  
49 scoring sheets for the audit committee to rank each proposal.


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51 Mr. Roethke collected and tabulated the scoring sheets and the results are as follows:  
52 McDirmit Davis in first place with 470 points.  
53 Grau & Associates in second place with 450 points.  
54 Carr, Riggs and Ingram in third place with 400 points.

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On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors accepted the ranking and recommend McDirmit Davis as the auditor Highlands Community Development District.

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57 **THIRD ORDER OF BUSINESS** **Adjournment**

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On a Motion by Mr. Thomka, seconded by Mr. Franklin, with all in favor, the Board of Supervisors adjourned the meeting at 7:15 p.m. for Highlands Community Development District.

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Secretary/Assistant Secretary

  
Chairman/Vice Chairman

**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, May 22, 2018 at 7:15 p.m.** at the Ayersworth Glen Clubhouse located at 11102 Ayersworth Glen Blvd. Wimauma, Florida 33598

Present and constituting a quorum:

Al Thomka	<b>Board Member, Chairman</b>
Jeff Jones	<b>Board Member, Vice Chairman</b>
Elizabeth Brown	<b>Board Member, Assistant Secretary</b>
Otis Franklin	<b>Board Member, Assistant Secretary</b>
Kangelia Baxter	<b>Board Member, Assistant Secretary</b>

Also present were:

Joseph Roethke	<b>Regional District Manager, Rizzetta &amp; Company, Inc.</b>
Todd Amaden	<b>District Engineer, Landmark Engineering</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. Roethke called the meeting to order and conducted roll call.

**SECOND ORDER OF BUSINESS** **Audience Comments on Agenda Items**

A resident asked a question about parking on common areas.

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45 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of Board of**  
46 **Supervisors' Regular Meeting held on**  
47 **April 24, 2018**  
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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 April 24, 2018 for Highlands Community Development District.

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51 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**  
52 **Maintenance Expenditures for April 2018**  
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On a Motion by Mr. Thomka, seconded by Mr. Franklin, with all in favor, the Board of Supervisors approved the operation and maintenance expenditures for April 2018 (\$34,812.24) for Highlands Community Development District.

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55 **FIFTH ORDER OF BUSINESS** **Review of Vendor Maintenance Reports**

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57 Mr. Swanson reviewed the landscape report with the Board. Mr. Swanson confirmed with the  
58 Board that they will be installing previously approved plant material now that the rainy season is  
59 here. Mr. Swanson also updated the Board on the status of irrigation checks and conservation area  
60 mowing.

61  
62 The Board discussed sod replacement versus hydroseeding in certain areas on District property.  
63 Mr. Swanson will review the areas in need and will provide some options to the Board at the next  
64 meeting.

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66 *(Mr. Swanson left the meeting at 7:45 PM)*  
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68 Mr. Roethke presented the Aquatic Systems, Pinch a Penny, and Janitorial Reports to the Board.  
69 There was no discussion on these items.  
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72 **SIXTH ORDER OF BUSINESS** **Consideration of Audit Review Committee**  
73 **Selection**  
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On a Motion by Mr. Jones, seconded by Ms. Baxter, with all in favor, the Board of Supervisors accepted the recommendation from the Audit Committee and named McDimit Davis as the auditor for Highlands Community Development District.

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79 **SEVENTH ORDER OF BUSINESS** **Consideration of Proposal for Monument**  
80 **Lighting**  
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82 Mr. Roethke presented the proposal for monument lighting to the Board. This is for the Highland  
83 Meadows Subdivision. Ms. Brown informed the Board that she is working on obtaining a second  
84 proposal for this work. Mr. Amaden asked Ms. Brown to ensure that the proposals include the  
85 submission of the TECO meter application.  
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88 **EIGHTH ORDER OF BUSINESS** **Consideration of Website Contract**  
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90 Mr. Roethke presented the Website Services Contract to the Board. The prior website contract was  
91 between Fishkind and V Global Tech, so this new contract will be between the District and V  
92 Global Tech.  
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On a Motion by Mr. Thomka, seconded by Mr. Franklin, with all in favor, the Board of Supervisors approved the website contract between V Global Tech and Highlands CDD for Highlands Community Development District.

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95 **NINTH ORDER OF BUSINESS** **Consideration of Pool Furniture**  
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97 Mr. Roethke presented the proposal for Pool Furniture to the Board. A discussion ensued regarding  
98 restrapping options and only purchasing selected furniture from the vendor.  
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On a Motion by Mr. Thomka, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the proposal from Admiral Furniture for new pool furniture at a not to exceed amount of (\$5,000.00) for Highlands Community Development District.

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101 **TENTH ORDER OF BUSINESS** **Consideration of Resolution 2018-14,**  
102 **Conducting Districts General Elections**  
103 **and Setting Terms of Office**  
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105 Mr. Roethke presented Resolution 2018-14, Conducting Districts General Elections and Setting  
106 Terms of Office to the Board. Ms. Warren reviewed some of the details of this resolution with the  
107 Board.  
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On a Motion by Mr. Thomka, seconded by Mr. Franklin, with all in favor, the Board of Supervisors adopted Resolution 2018-14, Conducting Districts General Elections and Setting Terms of Office for Highlands Community Development District.

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113 **ELEVENTH ORDER OF BUSINESS** **Consideration of YMCA Swim Class**

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115 Mr. Roethke presented the a YMCA Swim Class proposal and Ms. Brown reviewed the details of  
116 this request with the Board.  
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On a Motion by Mr. Jones, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the proposal for YMCA swim classes pending execution of the District's Vendor Agreement for Highlands Community Development District.

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119 **TWELFTH ORDER OF BUSINESS** **Staff Reports**

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121 **A. District Counsel**  
122 No report.

123  
124 **B. District Engineer**  
125 Mr. Amaden entertained various construction questions from the Board, including future  
126 phase construction plans, street lighting, perimeter fencing, perimeter walls, and  
127 monument lighting.  
128

129 **C. District Manager**  
130 Mr. Roethke announced that the next meeting will be held on Tuesday, June 26, 2018 at  
131 7:00 PM at the Ayersworth Clubhouse, located at 11102 Ayersworth Glen Blvd. in  
132 Wimauma, Florida 33598.  
133

134 Mr. Roethke informed the Board that there were 1,921 registered voters within Highlands  
135 CDD as of April 15, 2018.  
136

137 **D. Clubhouse Manager**  
138 Ms. Brown reviewed the Clubhouse Manager Report with the Board. A discussion  
139 ensued regarding several completed maintenance projects. Ms. Brown informed the  
140 Board of an event at the clubhouse on June 2<sup>nd</sup>. Ms. Brown submitted a claim to an  
141 individual's insurance for previous fence damage.  
142 Mr. Brown reviewed the Resident Request/Concern Log with the Board.  
143

144 **THIRTEENTH ORDER OF BUSINESS** **Consideration of Proposed Budget for**  
145 **Fiscal Year 2018/2019**

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147 Mr. Roethke presented the Proposed Budget for Fiscal Year 2018/2019 and reviewed the details  
148 of the budget with the Board. A discussion ensued regarding several items within the budget.  
149 Several changes were made and the overall budget was decreased in order to keep assessments flat  
150 for all current residents of the District.  
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**1. Consideration of Resolution 2018-13,  
Approving Proposed Budget and Setting  
the Public Hearing**

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors adopted Resolution 2018-13, Approving Proposed Budget and Setting the Public Hearing for Highlands Community Development District.

**FOURTEENTH ORDER OF BUSINESS**                      **Supervisor Requests**

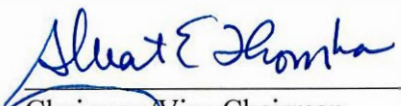
Mr. Jones asked future reserve items.

Ms. Baxter asked about additional pool in future years.

**FIFTEENTH ORDER OF BUSINESS**                      **Adjournment**

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors adjourned the meeting at 9:19 p.m. for Highlands Community Development District.

  
Secretary/ Assistant Secretary

  
Chairman/Vice Chairman