

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, June 26, 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	Board Member, Chairman
Jeff Jones	Board Member, Vice Chairman
Elizabeth Brown	Board Member, Assistant Secretary
Otis Franklin	Board Member, Assistant Secretary
Kangelia Baxter	Board Member, Assistant Secretary

Also present were:

Joseph Roethke	Regional District Manager, Rizzetta & Company, Inc.
Sarah Warren	District Counsel, Hopping Green & Sams
Ted Swanson	Swanson & Sons

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 thanked Swanson for cleaning up an overgrown landscape area.

45 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of Board of**
 46 **Supervisors' Regular Meeting and Audit**
 47 **Committee Meeting held on May 22, 2018**
 48 **and Audit**
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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 and audit committee meeting held on May 22, 2018 for Highlands Community Development District.

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 51 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
 52 **Maintenance Expenditures for May 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 May 2018 (\$60,220.51) for Highlands Community Development District.

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 55 **FIFTH ORDER OF BUSINESS** **Consideration of Series 2018,**
 56 **Construction Requisitions #9-21**

REQUISITION #	PAYEE	AMOUNT
SUPP 9	Hopping Green & Sams	\$416.50
SUPP 10	Landmark Eneineering	\$20,728.91
SUPP 11	Hillsborough County BOCC	\$18,660.00
SUPP 12	Hilssborough County EPC	\$250.00
SUPP 13	Hillsborough County Health Dept	\$860.00
SUPP 14	Hopping Green & Sams	\$98.00
SUPP 15	Landmark Engineering & Surveying	\$11,100.00
SUPP 16	SWFWMD	\$2,798.25
SUPP 17	Hillsborough County BOCC	\$9,480.00
SUPP 18	Hillsborough County EPC	\$250.00
SUPP 19	Hillsborough County Health Dept	\$860.00
SUPP 20	Landmark Engineering & Surveying	\$3,600.00
SUPP 21	SWFWMD	\$2,491.50

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 On a Motion by Mr. Jones, seconded by Ms. Baxter, with all in favor, the Board of Supervisors for approved Series 2018, Construction Requisitions #9-21 for Highlands Community Development District.

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61 **SIXTH ORDER OF BUSINESS** **Review of Vendor Maintenance Reports**

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63 Mr. Swanson reviewed the landscape report with the Board. Replacement plants have been
64 installed along the main boulevard, and some irrigation issues are currently being addressed. Mr.
65 Swanson entertained various questions from the Board regarding several maintenance items,
66 including annual follower rotations and missed mowing areas. Mr. Swanson will provide several
67 options for annual flowers to Ms. Brown and she will confirm the specific type to be installed.

68
69 *(Mr. Swanson left the meeting at 7:15 PM)*

70
71 Mr. Roethke presented the Aquatic Systems, Pinch a Penny, and Janitorial Reports to the Board.
72 There was no discussion on these reports.

73
74 **SEVENTH ORDER OF BUSINESS** **Consideration of Cypress Co-op**

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76 Mr. Roethke presented the Cypress Creek Co-op information to the Board for consideration. Ms.
77 Brown reviewed the details of this request with the Board. A discussion ensued.

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On a Motion by Mr. Franklin, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the Cypress Creek Co-op pending agreement to be provided by District Counsel for Highlands Community Development District.

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80 **EIGHTH ORDER OF BUSINESS** **Consideration of Sign Solutions Proposal**

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82 Mr. Roethke presented the Sign Solutions Proposal to the Board for consideration. Ms. Brown
83 explained that this will replace one of the broken letters on the Balm Rd entry monument. The
84 Board requested additional proposals to be provided for this at the next meeting.

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86 **NINTH ORDER OF BUSINESS** **Consideration of Summer Break Spot Agreement**

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89 Mr. Roethke presented the Summer Break Spot Agreement to the Board for consideration. Ms.
90 Brown reviewed the details of this agreement with the Board. This will provide for free lunch and
91 snacks during the summer for children 18 and under.

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On a Motion by Ms. Brown, seconded by Mr. Franklin, with all in favor, the Board of Supervisors approved the Summer Break Spot Agreement for Highlands Community Development District.

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99 **TENTH ORDER OF BUSINESS** **Consideration of Towing Policies**

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101 Mr. Roethke presented the Towing Policies to the Board and Ms. Warren informed the board that
102 a public hearing will need to be set in order to formally adopt these policies. Ms. Warren reviewed
103 the details of these policies with the Board.
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On a Motion by Ms. Brown, seconded by Mr. Baxter, with all in favor, the Board of Supervisors approved a Public Hearing on Towing Policies for August 28, 2018 at 7:00 PM for Highlands Community Development District.

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106 **ELEVENTH ORDER OF BUSINESS** **Consideration of Towing Services Agreement**

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109 Mr. Roethke presented the Towing Services Agreement to the Board for consideration. The Board
110 reviewed the towing agreement and can approve it once the Towing Policies are approved at the
111 upcoming public hearing.
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113 **TWELFTH ORDER OF BUSINESS** **Consideration of Clubhouse Use Request**

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115 Mr. Roethke presented the Clubhouse Use Request to the Board for consideration. This is a summer job
116 readiness program aimed at students aged 14-21. Representatives from the vendor addressed the details of
117 this program with the Board. The vendor entertained various questions from the Board.
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On a Motion by Mr. Franklin, seconded by Mr. Thomka, with all in favor, the Board of Supervisors approved the 2018 Summer Job Readiness Program with AD Precision Care, Inc. for Highlands Community Development District.

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120 **THIRTEENTH ORDER OF BUSINESS** **Staff Reports**

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

124
125 **B. District Engineer**
126 Not Present.

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128 **C. District Manager**
129 Mr. Roethke announced that the next meeting is a Public Hearing to finalize the budget
130 and will be held on Tuesday, July 24, 2018 at 7:00PM at the Ayersworth Clubhouse,
131 located at 11102 Ayersworth Glen Blvd. in Wimauma, Florida 33598.

132
133 Mr. Roethke informed the Board that the CDD website may need to be updated to
134 conform to ADA requirements. Ms. Warren added comments regarding the details of this
135 issue. Mr. Roethke reached out to the website vendor and will provide updates as
136 necessary.
137

138 Clubhouse Manager

139 Ms. Brown reviewed the Clubhouse Manager Report with the Board. There will be
 140 another event coming up where Ms. Brown will be using a shaved ice vendor at a not-to-
 141 exceed amount of (\$250.00).

142 1. Resident Request/Concern Log

143 Ms. Brown reviewed the Resident Request/Concern Log with the Board.

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 147 **FOURTEENTH ORDER OF BUSINESS**

148 Supervisor Requests

149 Ms. Baxter asked a question about chlorine levels in the pool that caused the YMCA to not conduct swim
 150 lessons.

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 152 **FIFTEENTH ORDER OF BUSINESS**

153 Audience Comments

154 A resident asked a question about issues when viewing the CDD website on a mobile device.
 155 A resident asked a question about an HOA question.

156 A resident asked a question about towing areas.

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 160 **SIXTEENTH ORDER OF BUSINESS**

161 Adjournment

On a Motion by Ms. Brown, seconded by Mr. Franklin, with all in favor, the Board of Supervisors
 adjourned the meeting at 8:02 p.m. for Highlands Community Development District.

162
 163
 164
 165 Secretary Assistant Secretary
 Chairman/Vice Chairman