

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, July 23, 2019 at 7:00 PM** at the Ayersworth Glen Clubhouse, located at 11102 Ayersworth Glen Blvd. Wimauma, Florida 33598.

Present and constituting a quorum:

Kangelia Baxter	Board Member, Chair
Trang Chu	Board Member, Assistant Secretary
Elizabeth Brown	Board Member, Assistant Secretary
John Cleveland	Board Member, Assistant Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Company, Inc.
Sarah Warren	District Counsel; Hopping Green & Sams (via phone)
Patrick Bell	Field Services Manager; RASI
Gary Hawkins	Down to Earth Landscaping
John Amarosa	Down to Earth Landscaping

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

Audience members had comments on items including the following:

- Landscaping, water pressure, and the monument light at Balm Road not functioning; and
- Use of foul language and alcohol at the pool, and dirty bathrooms.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
Board of Supervisors' Regular
Meeting held on June 25, 2019**

Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held on June 25, 2019 to the Board for consideration.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the minutes for the regular meeting held on June 25, 2019 for the Highlands Community Development District.

(Ms. Warren called in to the meeting at 7:04 PM.)

FOURTH ORDER OF BUSINESS

**Consideration of June 2019
Operations & Maintenance
Expenditures**

Mr. Radcliff presented the O&M expenditures for June 2019 to the Board for ratification.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for June 2019 (\$62,245.84) for the Highlands Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Series 2018
Construction Requisitions #33-34**

On a Motion by Ms. Brown, seconded by Ms. Chu, with all in favor, the Board of Supervisors ratified construction requisitions #33 and #34 for Series 2018 Phases 3B & 5 for the Highlands Community Development District.

SIXTH ORDER OF BUSINESS

**Ratification of Change Orders
for Phase 4 & Phase 5**

On a Motion by Ms. Brown, seconded by Ms. Chu, with all in favor, the Board of Supervisors ratified Phase 4 change order #7 and Phase 5 change orders #9 and #10 for the Highlands Community Development District.

SEVENTH ORDER OF BUSINESS

**Review of Vendor Maintenance
Reports**

Mr. Radcliff presented the monthly maintenance reports to the Board for review and discussion.

- i. **Field Inspection Report (RASI)**
- ii. **Landscape Report**
- iii. **Aquatics Report (Aquatic Systems, Inc.)**
- iv. **Pinch-a-Penny Report**
- v. **Janitorial Report (Gloria Cleaning Service)**

The Board asked that the aquatic services report be transmitted earlier in the month so they can review it.

EIGHTH ORDER OF BUSINESS

**Consideration of Playground
Mulch Proposals**

Mr. Radcliff presented three proposals for playground mulch installation to the Board for consideration. Brief discussion ensued.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved proposal #11694 from American Mulch & Ground Cover for playground mulch installations in the amount of \$2,100.00 for the Highlands Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Pressure-
Washing Proposals**

Mr. Radcliff presented two proposals for pressure-washing the Balm Road fence to the Board for consideration. Brief discussion ensued.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved proposal #3314 from Gladiator Pressure Cleaning for pressure-washing the Balm Road fence in the amount of \$495.00 for the Highlands Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Clubhouse
Painting Proposals**

Mr. Radcliff presented proposals for exterior painting of the clubhouse to the Board for consideration. The Board agreed to table the painting proposals until next month pending inclusion of the monuments to the scope of work and the addition of a proposal from the handyman.

ELEVENTH ORDER OF BUSINESS

**Presentation of Final Audit
Report for Fiscal Year 2017-2018**

Mr. Radcliff presented the final audit for fiscal year 2017-2018 to the Board for consideration.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors accepted the fiscal year 2017-2018 final audit report from McDirmit Davis for the Highlands Community Development District.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Warren presented a letter from Hopping, Green & Sams terminating the contract between her firm and the District, notifying the Board that the final date of services and final termination date of the agreement is effective as of Tuesday, August 27, 2019. Discussion ensued. The Board accepted the letter of termination and authorized staff to seek proposals for new District Counsel services.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors accepted Hopping, Green & Sams' letter of termination of District Counsel services effective August 27, 2019 for the Highlands Community Development District.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors authorized District Management staff to seek proposals for new District Counsel services for the Highlands Community Development District.

B. District Engineer

Not present; no report provided.

C. District Manager

Mr. Radcliff announced that the next meeting will be held on Tuesday, August 27, 2019 at 7:00 PM at the Ayersworth Clubhouse, located at 11102 Ayersworth Glen Blvd., Wimauma, Florida 33598.

Mr. Radcliff then presented to the Board a lighting agreement with TECO and a joinder agreement between Lennar and the District.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the lighting agreement with TECO and the joinder agreement with Lennar for the Highlands Community Development District.

D. Clubhouse Manager

Ms. Brown presented her clubhouse manager's report to the Board for review. The Board approved the proposal for a "Paint 'n' Sip" event to be held at the clubhouse.

On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved the proposal to hold a "Paint 'n' Sip" event at the clubhouse for the Highlands Community Development District.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Baxter requested/commented on the following items:

- Researching the Webroot subscription;
- getting proposals for playground covers;
- garbage around the dumpster area; and
- changing the lineup of information on the newsletter.

FOURTEENTH ORDER OF BUSINESS


Audience Comments

There were no comments or questions from the audience.

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 7:48 PM for the Highlands Community Development District.


Assistant Secretary


Chair/Vice Chair