

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 that person may need to ensure 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, August 27, 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
Otis Franklin III	Board Member, Vice Chair
John Cleveland	Board Member, Assistant Secretary
Trang Chu	Board Member, Assistant Secretary
Elizabeth Brown	Board Member, Assistant Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Company, Inc.
Sarah Warren	District Counsel; Hopping Green & Sams
Todd Amaden	District Engineer; Landmark Engineering (via phone)
Patrick Bell	Field Services Manager; RASI
Gary Hawkins	Down to Earth Landscaping
Biff Craine	Petitt Worrell Rocha, PLLC

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Radcliff called the meeting to order and conducted roll call, confirming a quorum.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no questions or comments from the audience members.

THIRD ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Regular Meeting held on July 23, 2019

Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held on July 23, 2019 to the Board for consideration.

On a Motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on July 23, 2019 for the Highlands Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of July 2019 Operations & Maintenance Expenditures

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

On a Motion by Ms. Baxter, seconded by Mr. Franklin, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for July 2019 (\$57,265.49) for the Highlands Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Series 2018 Construction Requisitions #35-37 and #39-44

Mr. Radcliff presented construction requisitions #35-37 and #39-44 to the Board for ratification.

On a Motion by Mr. Franklin, seconded by Mr. Cleveland, with all in favor, the Board of Supervisors ratified construction requisitions #35-37 and #39-44 for Series 2018 Phases 3B & 5 for the Highlands Community Development District.

SIXTH 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)

Mr. Bell reviewed his latest field inspection report for the Board.

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

SEVENTH ORDER OF BUSINESS

**Consideration of District
Counsel Services Proposals**

Mr. Radcliff presented qualification submittals for District Counsel services to the Board for consideration. Brief discussion ensued.

On a Motion by Ms. Baxter, seconded by Mr. Franklin, with all in favor, the Board of Supervisors approved the proposal from Pettitt Worrell to provide District Counsel services for the Highlands Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Landscape
Proposal(s)**

Mr. Radcliff presented a proposal for irrigation electrical repairs 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 the proposal for irrigation electrical repairs from Down to Earth in the amount of \$9,973.00 for the Highlands Community Development District.

NINTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year
2019-2020 Budget**

Mr. Radcliff presented the Fiscal Year 2019-2020 approved proposed budget to the Board for consideration and asked for a motion to open the public hearing.

On a motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors opened the public hearing on adoption of the Fiscal Year 2019-2020 Approved Proposed Budget for the Highlands Community Development District.

Mr. Radcliff asked for any comments or questions from the public on the proposed budget; there were none.

On a motion by Mr. Franklin, seconded by Ms. Brown, with all in favor, the Board of Supervisors closed the public hearing on adoption of the Fiscal Year 2019-2020 Approved Proposed Budget for the Highlands Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Resolution
2019-10, Adopting Fiscal Year
2019-2020 Final Budget**

Mr. Radcliff presented Resolution 2019-10 to the Board for consideration.

On a motion by Ms. Baxter, seconded by Mr. Franklin, with all in favor, the Board of Supervisors adopted Resolution 2019-10, Adopting the Fiscal Year 2019-2020 Final Budget, for the Highlands Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution
2019-11, Imposing Special
Assessments and Certifying
Assessment Roll**

Mr. Radcliff presented Resolution 2019-11 to the Board for consideration and asked for a motion to open the public hearing.

On a motion by Ms. Baxter, seconded by Ms. Brown, with all in favor, the Board of Supervisors opened the public hearing on imposing special assessments and certifying the assessment roll for the Highlands Community Development District.

As there were no comments or questions from the audience, Mr. Radcliff asked for a motion to close the public hearing.

On a motion by Ms. Brown, seconded by Mr. Cleveland, with all in favor, the Board of Supervisors closed the public hearing on imposing special assessments and certifying the assessment roll for the Highlands Community Development District.

On a motion by Ms. Brown, seconded by Mr. Franklin, with all in favor, the Board of Supervisors adopted Resolution 2019-11, Imposing Special Assessments and Certifying the Assessment Roll, for the Highlands Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Resolution
2019-12, Setting the Fiscal Year
2019-2020 Meeting Schedule**

Mr. Radcliff presented Resolution 2019-12 to the Board. Discussion regarding the December meeting date ensued; the date was changed from December 24th to the 16th.

On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board of Supervisors adopted Resolution 2019-12, Setting the Meeting Schedule for FY 2019-2020, for the Highlands Community Development District.

THIRTEENTH ORDER OF BUSINESS

Consideration of Technology Services Proposal

Mr. Radcliff presented a proposal for technology services 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 technology services proposal from Rizzetta & Company for the Highlands Community Development District.

FOURTEENTH ORDER OF BUSINESS

Consideration of Website ADA Compliance Proposals

Mr. Radcliff presented website ADA compliance proposals to the Board for consideration.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors accepted the website ADA compliance proposal from VGlobal Tech for the Highlands Community Development District.

FIFTEENTH ORDER OF BUSINESS

Consideration of Cleaning Contract Addendum

Mr. Radcliff presented an addendum to the cleaning contract to the Board for consideration.

On a Motion by Mr. Franklin, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved the addendum to the janitorial contract from Gloria's Cleaning for the Highlands Community Development District.

SIXTEENTH ORDER OF BUSINESS

Consideration of Clubhouse Painting Proposals

Mr. Radcliff presented clubhouse painting proposals to the Board for consideration. The Board tabled consideration of the item.

(Mr. Hawkins and Mr. Bell left the meeting at 7:31 PM.)

SEVENTEENTH ORDER OF BUSINESS

Consideration of Misc. Painting and Repairs Proposals

Mr. Radcliff presented three proposals for miscellaneous painting and repairs to the Board for consideration.

On a Motion by Ms. Brown, seconded by Mr. Cleveland, with all in favor, the Board of Supervisors approved the proposal from DAD Services for basketball court fence repairs in the amount of \$275.00 for the Highlands Community Development District.

EIGHTEENTH ORDER OF BUSINESS

Consideration of Solar Lights Proposal

Mr. Radcliff presented a proposal for solar lights installation to the Board for consideration. The Board tabled consideration of the item until further notice.

NINETEENTH ORDER OF BUSINESS

Consideration of Pressure Washing Proposal

Mr. Radcliff presented a pressure washing proposal to the Board for consideration.

On a Motion by Mr. Franklin, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved pressure washing proposal #3333 from Gladiator Pressure Cleaning in the amount of \$225.00 for the Highlands Community Development District.

TWENTIETH ORDER OF BUSINESS

Consideration of Parking Lot & Erosion Repairs Proposal

Mr. Radcliff presented a proposal for parking lot repairs and erosion repairs to the Board for consideration. The Board requested additional proposals be brought for consideration at the next meeting.

TWENTY-FIRST ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report presented.

B. District Engineer

No report presented.

C. District Manager

Mr. Radcliff announced that the next meeting will be held on Tuesday, September 24, 2019 at 7:00 PM at the Ayersworth Clubhouse, located at 11102 Ayersworth Glen Blvd., Wimauma, Florida 33598. He then presented to the Board a proposal to hold a "Paint & Sip" event at the clubhouse.

On a Motion by Ms. Brown, seconded by Mr. Franklin, with four in favor and one (Ms. Baxter) opposed, the Board of Supervisors approved the proposal to hold a "Paint & Sip" event at the clubhouse for the Highlands Community Development District.

D. Clubhouse Manager

Ms. Brown presented her clubhouse manager's report to the Board for review.

TWENTY-SECOND ORDER OF BUSINESS

Audience Comments

Residents commented on items including the following:

- Solar lights and a mobile version of the website;
- Monument lighting and the different types of walls throughout the District; and
- The county road sign at Haddon Mist that is misspelled.

TWENTY-THIRD ORDER OF BUSINESS

Supervisor Requests

Ms. Baxter requested holiday lighting proposals for review at the next meeting.

TWENTY-FOURTH ORDER OF BUSINESS

Adjournment

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


Assistant Secretary


Chair / Vice Chair