

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, September 24, 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 <i>(via phone)</i>
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.
Biff Craine	District Counsel; Petitt Worrell Rocha, PLLC
Patrick Bell	Field Services Manager; RASI
John Amarosa	Down to Earth Landscaping
Jason Rose	Down to Earth Landscaping
Scott Gow	Down to Earth Landscaping

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

Ms. Baxter spoke to all present regarding the responsibility of the Board to represent the District.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

One resident had comments on items including the District's handyman service, landscaping invoices, usage of bond amenity funds, condition of the basketball courts, and security services for the District.

Another resident had comments on items including improving the community newsletter, using a "sign-up tool" for events online, and proposed a "Trunk or Treat" event to be held in the clubhouse parking lot. Discussion ensued.

On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved a Halloween "Trunk or Treat" event to be held on October 20, 2019 from 4:00–7:00 PM in the clubhouse parking lot for the Highlands Community Development District.

A third resident had comments on items including security, the misspelled Haddon ("Hadden") Mist road sign, and the pool maintenance company's unsatisfactory level of service.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
Board of Supervisors' Regular
Meeting Held August 27, 2019**

Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held on August 27, 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 August 27, 2019 for the Highlands Community Development District.

FOURTH ORDER OF BUSINESS

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

Mr. Radcliff presented the August 2019 O&M expenditures 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 August 2019 (\$83,772.17) for the Highlands Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Series 2018
Construction Requisitions #53-59**

Mr. Radcliff presented construction requisitions #53-59 to the Board for ratification.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors ratified Series 2018 Phase 4 construction requisitions #53-59 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

Mr. Amarosa and Mr. Rose presented the latest landscape report to the Board for review. They also introduced Mr. Gow as the District's new account manager for Down to Earth.

iii. Aquatics Report (Aquatic Systems, Inc.)

Mr. Radcliff presented the latest waterway inspection report to the Board for review.

(Mr. Bell, Mr. Amarosa, Mr. Rose, and Mr. Gow left the meeting at 7:47 PM.)

iv. Pinch-a-Penny Report

Mr. Radcliff presented the pool service reports to the Board for review.

v. Janitorial Report (Gloria Cleaning Service)

Mr. Radcliff presented the cleaning service report to the Board for review.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report presented.

B. District Engineer

Not present; no report provided.

C. District Manager

Mr. Radcliff announced that the next meeting will be held on Tuesday, October 22, 2019 at 7:00 PM at the Ayersworth Clubhouse, located at 11102 Ayersworth Glen Blvd., Wimauma, Florida 33598. He then advised there was a conflict with the December 16th meeting date. Discussion ensued.

On a Motion by Ms. Brown, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved moving the December meeting date from the 16th to the 9th for the Highlands Community Development District.

D. Clubhouse Manager

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

EIGHTH ORDER OF BUSINESS

**Consideration of Addendum to
District Services Contract**

Mr. Radcliff presented the addendum to the District management contract 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 addendum to the Contract for Professional District Services for the Highlands Community Development District.

NINTH ORDER OF BUSINESS

**Ratification of Addendum to
Landscaping Contract**

Mr. Radcliff presented a landscaping contract addendum to the Board for ratification

On a Motion by Ms. Brown, seconded by Mr. Cleveland, with all in favor, the Board of Supervisors ratified the landscaping contract addendum from Down to Earth for the Highlands Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Insurance
Policy Renewal**

Mr. Radcliff presented the annual insurance policy renewal to the Board for consideration.

On a motion by Mr. Cleveland, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the annual insurance policy renewal for the Highlands Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Irrigation
Repairs Proposal**

Mr. Radcliff presented an irrigation repairs proposal 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 irrigation repairs proposal from Down to Earth in the amount of \$5,544.00 for the Highlands Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Lighting
Repairs Proposals**

Mr. Radcliff presented two lighting repair proposals to the Board for consideration. Discussion ensued. The Board approved one and tabled the other, #18857336 for landscape lighting wiring, pending additional proposals and an increased scope of work.

On a motion by Mr. Cleveland, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved proposal #18856468, replacing double flood light with motion sensors, from Hoffman Electrical in the amount of \$714.00 for the Highlands Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Parking Lot &
Erosion Repair Proposals**

Mr. Radcliff presented parking lot and erosion repair proposals to the Board for consideration. The Board tabled consideration of the items pending receipt of additional proposals.

FOURTEENTH ORDER OF BUSINESS

**Consideration of Website ADA
Compliance Agreement**

Mr. Radcliff presented the agreement for website ADA compliance services 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 website ADA compliance services agreement from VGlobal Tech for the Highlands Community Development District.

FIFTEENTH ORDER OF BUSINESS

Consideration of Holiday Lighting Proposal

Mr. Radcliff presented a holiday lighting proposal to the Board for consideration. Discussion ensued.

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors approved the holiday lighting proposal from Illuminations, pending confirmation that both entrances to the community are included for a total amount not to exceed \$6,500.00, for the Highlands Community Development District.

SIXTEENTH ORDER OF BUSINESS

Discussion of Solar Lights

Mr. Radcliff introduced the topic for discussion. The Board chose to discontinue discussion of this item.

SEVENTEENTH ORDER OF BUSINESS

Audience Comments

One resident commented on use of bond amenity funds.

EIGHTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Baxter requested proposals for new pool furniture, tables, and umbrellas. She also asked for a status on the next Top Choice ant control application by Down to Earth.

NINETEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Brown, seconded by Ms. Baxter, with all in favor, the Board of Supervisors adjourned the meeting at 8:18 PM for the Highlands Community Development District.

Assistant Secretary

Chair/Vice Chair