



Rizzetta & Company

Highlands Community Development District

**Board of Supervisors' Meeting
February 23, 2021**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950**

www.highlandscdd.com

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Boulevard, Wimauma, FL 33598

Board of Supervisors	Kangelia Baxter William Conklin Mark Bouthot Trang Chu John Cleveland	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Jennifer Goldyn	Rizzetta & Company, Inc.
District Counsel	David Jackson	Persson, Cohen & Mooney
District Engineer	Phil Chang	Johnsons Engineering

All Cellular phones and pagers must be turned off while in the meeting room.

The Audience Comments portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY)1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

February 16, 2021

**Board of Supervisors
Highlands Community
Development District**

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Highlands Community Development District will be held on **Tuesday, February 23, 2021 at 7:00 p.m.** at the Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Blvd., Wimauma, FL 33598. The following is the final agenda for this meeting:

- 1. CALL TO ORDER / ROLL CALL**
- 2. SPECIAL BUSINESS ITEM**
 - A. Presentation from Frank at SecuriTeam
 - B. Presentation from Christian from Flock Safety
- 3. STAFF REPORTS**
 - A. Review of Vendor Maintenance Reports
 1. Field Inspection ReportTab 1
 2. Landscape Report
 3. Waterway Inspection ReportTab 2
 - B. District Counsel
 - C. District Engineer
 1. Discussion regarding speed bumpsTab 3
 - D. District Manager
 - E. Clubhouse Manager Report.....Tab 4
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on January 26, 2021Tab 5
 - B. Consideration of Operations & Maintenance Expenditures for January 2021 Tab 6
- 5. BUSINESS ITEMS**
 - A. Consideration of pool patio furniture proposals.....Tab 7
 - B. Consideration of basketball court proposalsTab 8
 - C. Review of draft budget for FY 21/22.....Tab 9
 - D. Discussion of JanPro's performance
- 6. AUDIENCE COMMENTS**
- 7. SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 533-2950.

Sincerely,

Jennifer Goldyn

Jennifer Goldyn
District Manager

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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 meeting of the Board of Supervisors of the Highlands Community Development District was held on **Tuesday, January 26, 2021 at 7:01 p.m.** at the Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Blvd., Wimauma, FL 33598.

Present and constituting a quorum:

Kangelia Baxter	Board Member, Chair
William Conklin	Board Member, Vice Chair
John Cleveland	Board Member, Assistant Secretary
Trang Chu	Board Member, Assistant Secretary
Mark Bouthot	Board Member, Assistant Secretary

Also present via teleconference were:

Jennifer Goldyn	District Manager, Rizzetta & Company, Inc.
Elizabeth Brown	Clubhouse Manager, RASI
Bryan Schaub	Field Service Manager, Rizzetta & Company, Inc.
Luke Elridge	Representative, Capital Land Landscape
Jason Jaszczak	Representative, Capital Land Landscape
Phil Chang	District Engineer, Johnson Engineering

Audience

FIRST ORDER OF BUSINESS

Call to Order

Ms. Goldyn called the meeting to order and conducted roll call, confirming quorum.

SECOND ORDER OF BUSINESS

**Consideration of District
Counsel Proposals**

The Board reviewed the District Counsel proposals. The Board decided to move forward with Persson, Cohen & Mooney as their District Counsel.

50 **THIRD ORDER OF BUSINESS** **Staff Reports**

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52 **1. Review of Vendor Maintenance Report**

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54 **A. Field Service Report**

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56 Mr. Schaub presented the Field Service Report to the Board of Supervisors.

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58 **B. Landscape Report**

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60 Mr. Eldridge presented the Capital Land Irrigation Proposal to the Board of
61 Supervisors.

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On a Motion by Ms. Baxter, seconded by Mr. Bouthot, with all in favor, the Board of Supervisors approved the Capital Land Irrigation Proposal, for the Highlands Community Development District.
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64 **C. Waterway Inspection Report**

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66 Mr. Jaszczak presented the Waterway Inspection Report and the Lake
67 Maintenance Renewal Service Contract to the Board of Supervisors.

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On a Motion by Ms. Baxter, seconded by Mr. Cleveland, with all in favor, the Board of Supervisors approved the Lake Maintenance Renewal Service, for the Highlands Community Development District.
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70 **2. District Counsel**

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72 Present and no report.

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74 **3. District Engineer**

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76 **A. Consideration of pond 6 Erosion proposals**

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On a Motion by Mr. Conklin, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved the Finn Outdoor proposal for the erosion on pond 6, for the Highlands Community Development District.
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79 **4. District Manager**

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81 Ms. Goldyn informed the Board that the next meeting is scheduled for February 23,
82 2021, at 7:00 p.m.

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84 Ms. Goldyn informed the Board that the fee from Landmark Engineering to transfer
85 17 years of records is a Not to Exceed of \$1,000.00.

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88 Ms. Goldyn informed the Board that the franchise owner for JanPro lives in
89 Highlands CDD.

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91 **5. Clubhouse Manager Report**

92 Ms. Brown presented her report to the Board of Supervisors.

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95 **FOURTH OFER OF BUSINESS** **Consideration of Minutes of Board of**
96 **Supervisors' Meeting held on**
97 **December 15, 2020**
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99 Ms. Goldyn presented the minutes of the Board of Supervisors' meeting held on
100 December 15, 2020, 2020 to the Board of Supervisors.
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On a Motion by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on December 15, 2020 as amended, for the Highlands Community Development District.

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103 **FIFTH ORDER OF BUSINESS** **Consideration of Operation &**
104 **Maintenance Expenditures for**
105 **November and December 2020**
106

107 Ms. Goldyn presented the Operation & Maintenance Expenditures for November
108 and December 2020 to the Board of Supervisors.
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On a Motion by Ms. Chu, seconded by Mr. Bouthot, with all in favor, the Board of Supervisors approved the Operation and Maintenance for November 2020 in the amount of \$39,811.94 and December 2020 in the amount of \$64,775,41, for the Highlands Community Development District.

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111 **SIXTH ORDER OF BUSINESS** **Discussion regarding Security Cameras**
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113 Mr. Conklin reviewed the Flock Safety with the Board of Supervisors and invited a
114 representative to the next meeting.

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116 **SEVENTH ORDER OF BUSINESS** **Audience Comments**
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118 There were no audience comments.

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120 **EIGHTH ORDER OF BUSINESS** **Supervisor Request**
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122 There were no Supervisor Requests.
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130 **NINTH ORDER OF BUSINESS**

Adjournment

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On a Motion by Mr. Conklin, seconded by Mr. Bouthot, with all in favor, the Board of Supervisors adjourned the meeting at 9:15 p.m., for the Highlands Community Development District.

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Assistant Secretary

Chair / Vice Chair

Highlands Community Development District

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

Operations and Maintenance Expenditures January 2021 For Board Approval

The total items being presented: **\$75,342.55**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Highlands Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BOCC	002331	3932320000 12/20	11102 Ayersworth Glen Blvd 12/20	\$ 197.16
Capital Land Management Corp	002332	210003	Monthly Landscape Maintenance 12/20	\$ 14,000.00
Capital Land Management Corp	002341	210354	Monthly Landscape Maintenance 01/21	\$ 14,000.00
Centurion Partners Health and Fitness LLC	002354	FS56723	Quarterly Preventative Maintenance 01/21	\$ 165.00
Directv	002342	069482403X201214 12/20	069482403 Clubhouse 12/20	\$ 51.77
Egis Insurance Advisors, LLC	002353	12697	General/POL Liability Insurance 10/01/20-10/01/21	\$ 67.00
Gladiator Pressure Cleaning, Inc.	002355	20190	Pressure Wash 01/21	\$ 2,365.00
Guardian Protection Services	002343	57424151	Clubhouse Security Services 12/28/20-01/27/21	\$ 51.48
Horner Environmental Professionals, Inc.	002344	217050	Aquatic Monitoring & Maintenance 11/20	\$ 2,500.00
Illuminations Holiday Lighting, LLC	002338	171220	Christmas Lighting 12/20	\$ 3,250.00
Insect IQ Inc.	002362	34753	Commercial BiMonthly Pest Control 01/21	\$ 77.50
Jan-Pro of Tampa Bay	002339	165067	Clubhouse Cleaning 01/21	\$ 975.00
Jayman Enterprises, LLC	002356	1398	Repair Sign at Stonebridge 01/21	\$ 125.00

Highlands Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jayman Enterprises, LLC	002356	1422	Repair work 01/21	\$ 175.00
JBW Designs LLC DBA Poop 911	002346	3937779	14 Poop Stations Installed 12/20	\$ 391.60
Johnson Engineering, Inc.	002345	20203274-000 INV#1	Professional Services through 12/06/20	\$ 467.50
KS Statebank	002363	33550930 02/21	Fitness Equipment Lease 02/21	\$ 674.13
Luis I Serrano	002340	1101	Decorate Magnolia at Entrance 12/20	\$ 200.00
Martinez and Company, Inc.	002333	20693	Security Officer 12/19/20-- 12/20/20	\$ 262.08
Martinez and Company, Inc.	002357	20714	Security Officer 12/23/20-- 12/27/20	\$ 380.84
Martinez and Company, Inc.	002357	20737	Security Officer 12/30/20-- 01/3/21	\$ 393.12
Martinez and Company, Inc.	002357	20763	Security Officer 01/7/21- 1/10/21	\$ 376.74
Martinez and Company, Inc.	002364	20785	Security Officer 01/14/21- 01/17/21	\$ 360.36
Pinch A Penny	002358	20635	Monthly Pool Service 10/20	\$ 1,400.00
Pinch A Penny	002358	21362	Monthly Pool Service 11/20	\$ 1,400.00
Pinch A Penny	002358	22042	Monthly Pool Service 12/20	\$ 1,400.00

Highlands Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
QFC Supply Company, Inc.	002347	15-12386	Supplies 01/21	\$ 179.00
Rizzetta & Company, Inc.	002334	INV0000055438	District Management Fees 01/21	\$ 4,766.67
Rizzetta & Company, Inc.	002359	INV0000055578	Annual Dissemination Services FY 20/21	\$ 4,000.00
Rizzetta Amenity Services, Inc.	002335	INV00000000008375	Bi-Weekly Payroll & Employee Ins Reimb 12/24/20	\$ 2,260.13
Rizzetta Amenity Services, Inc.	002360	INV00000000008404	Bi-Weekly Payroll & Employee Ins Reimb 01/08/21	\$ 3,223.31
Rizzetta Amenity Services, Inc.	002360	INV00000000008431	Mileage & Cell Phone 12/20	\$ 75.50
Rizzetta Technology Services	002336	INV0000006675	Website Email & Hosting Services 01/21	\$ 100.00
Royce Bravo Security and Access Control, LLC	002337	39306	Remove and Replace Damage Gate 11/20	\$ 650.00
Solitude Lake	002367	PI-A00535298	Lake & Pond Management Services 01/21	\$ 1,496.28
Staples	002348	3464934584	General Office Supplies 12/20	\$ 121.90
TECO	002349	221007846795 11/20	Ayersworth Glen PH 3B 11/20	\$ 1,105.99
TECO	002366	221007860416 12/20	Ayersworth Glen PH 4 12/20	\$ 1,011.84
TECO	002361	TECO Lights Summary 12/20	TECO Lights Summary 12/20	\$ 9,903.65
VGlobal Tech	002350	2326	Community Web Maintenance 01/21	\$ 300.00

Highlands Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waste Connections of Florida	002351	15813941	Waste Services Clubhouse 01/21	\$ 242.00
William Conklin	002352	WC121520	Board of Supervisors Meeting 12/15/20	<u>\$ 200.00</u>
Report Total				<u>\$ 75,342.55</u>