

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 the 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.

**HIGHLAND MEADOWS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Highland Meadows Community Development District was held on **Tuesday, November 15, 2016 at 2:18 p.m.** at City Hall, located at 1 South Allapaha Avenue, Davenport, Florida 33837.

Present and constituting a quorum:

Denise Abercrombie	Board Supervisor, Chairperson
Cindy Chenowith	Board Supervisor, Assistant Secretary
Brian Walsh	Board Supervisor, Assistant Secretary
Robert Williams	Board Supervisor, Assistant Secretary

Also present were:

Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
Grant Phillips	District Manager, Rizzetta & Company, Inc.
Roy Van Wyk	District Counsel, Hopping, Green & Sams
Todd Amaden	District Engineer, Landmark Engineering (via phone)
Damon Smith	Floralawn
Audience Members	Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Jeancola called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

**Audience Comments on Agenda
Items**

There were no comments from the audience member.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held on August 16, 2016**

District Management stated that the minutes were reviewed by District Counsel.

On a Motion by Mr. Walsh, seconded by Ms. Chenowith, with all in favor, the Board approved the minutes of the Board of Supervisors meeting held August 16, 2016 for Highland Meadows Community Development District.
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FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for March
through July through September
2016**

District Management presented the expenditures to the Board for their review.

On a Motion by Mr. Walsh, seconded by Ms. Chenowith, with all in favor, the Board approved the operation and maintenance expenditures for July 2016 in the amount of \$7,026.99, August 2016 in the amount of \$11,883.60, and September 2016 in the amount of \$15,640.48, for Highland Meadows Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2017-01,
Canvassing and Certifying Results of
Landowners Election**

Mr. Jeancola presented and reviewed Resolution 2017-01, Canvassing and Certifying Results of Landowners Election.

On a Motion by Mr. Walsh, seconded by Ms. Chenowith, with all in favor, the Board approved Resolution 2017-01, Canvassing and Certifying Results of Landowners Election for Highland Meadows Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2017-02,
Declaring Vacancies in Seats 3 & 4**

Mr. Jeancola presented and reviewed Resolution 2017-02, Declaring Vacancies in Seats 3 & 4.

On a motion by Mr. Walsh, seconded by Ms. Chenowith, with all in favor, the Board approved Resolution 2017-02 Declaring Vacancies in Seats 3 & 4 for the Highland Meadows Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2017-03,
Re-Designation of Officers**

Mr. Jeancola presented and reviewed Resolution 2017-03, Re-Designation of Officers. Brief discussion ensued.

On a motion by Mr. Walsh, seconded by Mr. Williams, with all in favor, the Board approved Resolution 2017-03 Re-Designation of Officers for the Highland Meadows Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2017-04, Re-Designating Treasurer

Mr. Jeancola presented and reviewed Resolution 2017-04, Re-Designating Treasurer (Bill Rizzetta).

On a motion by Mr. Walsh, seconded by Ms. Cheniwoth, with all in favor, the Board approved Resolution 2017-04, Re-Designating Treasurer (Bill Rizzetta) for the Highland Meadows Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2017-05, Prompt Payment Policies and Procedures

District Counsel presented and reviewed Resolution 2017-05, Prompt Payment Policies and Procedures.

On a motion by Mr. Walsh, seconded by Mr. Williams, with all in favor, the Board approved Resolution 2017-05, Prompt Payment Policies and Procedures for the Highland Meadows Community Development District.

TENTH ORDER OF BUSINESS

Review of Infrastructure Maintenance Report/Field Maintenance Inspection Items Report

Mr. Jeancola confirmed with Mr. Smith and Mr. Adamen if there were any additional comments regarding the Infrastructure Maintenance Report or Field Maintenance Inspection Items Report. There were none.

A question was raised about resurfacing of the roads. Mr. Adamen stated that he requested quotes from contractors and that he hopes to have more information at the next meeting. The Board does not have a reserve for this yet but there is a general fund. Once there is a more concrete number for resurfacing of the roads, funds can be allocated. Discussion ensued.

ELEVENTH ORDER OF BUSINESS

Consideration of Floralawn Proposals

Mr. Jeancola presented and reviewed the following proposals with the Board:

1. Consideration of Irrigation Replacement at South Entrance - \$720.00
2. Consideration of Miscellaneous Landscape Replacement - \$1,500.00
3. Consideration of Drain Outlet and Overflow Debris and Weed Removal - \$1,125.00
4. Consideration of Bush Hogging Proposal - \$525.00

There was general discussion but no action taken at this time regarding the Irrigation Replacement at South Entrance proposal in the amount of \$720.00.

Discussion ensued regarding Miscellaneous Landscape Replacement. This work would be completed within 3 to 4 weeks.

On a motion by Ms. Abercrombie, seconded by Ms. Chenowith, with all in favor, the Board approved the proposal to replace miscellaneous landscaping in a not to exceed amount of \$1,500.00 for the Highland Meadows Community Development District.

Mr. Amaden estimated that there are about 3 to 4 drain outlets requiring weed treatment and cleaning. He also stated that there are about 10 drain outlets overall that require cleaning and maintenance. Discussion ensued. The Board tabled the Drain Outlet and Overflow Debris and Weed Removal proposal in the amount of \$1,125.00 until further notice.

Discussion ensued regarding Bush Hogging proposal. Mr. Phillips met with Mr. Amaden to map out the area to determine the boundaries regarding retention pond/common area and wetland reserve/conservation area.

On a motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board approved the Bush Hogging proposal in a not to exceed amount of \$525.00 for the Highland Meadows Community Development District.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Van Wyk updated the Board on a meeting with the City Commission in October regarding unrelated matters. There were residents from the District that raised issues regarding maintenance which prompted inspections (drain cleaning and bush hogging, etc.). He was able to give an updated report at a follow-up meeting and the Commissioner was pleased with the action that was taken.

He stated that Commissioner Williams suggested moving the meetings to a later time to accommodate residents so that they could attend. Mr. Van Wyk said that he would relay the message to the Board and reminded them that the District has the authorization to set meeting date, time and location as applicable. Discussion ensued.

B. District Engineer
No report.

C. District Manager

Mr. Jeancola reminded the Board that their Form 1 is good for this calendar year. He asked that new forms be filled out or that they could face a fine.

THIRTEENTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

There were no Audience member comments.

Mr. Jeancola stated that the next regular meeting of the Board of Supervisors is scheduled to be held on Tuesday, April 18, 2017 at 2:00 p.m. at City Hall, located at 1 South Allapaha Avenue, Davenport, Florida 33837.

Brief discussion ensued regarding holding an additional meeting prior to the next scheduled meeting scheduled for Tuesday, April 18, 2017.

The Board revisited the Drain Outlet and Overflow Debris and Weed Removal proposal.

On a motion by Mr. Walsh, seconded by Ms. Chenowith, with all in favor, the Board approved the Drain Outlet and Overflow Debris and Weed Removal in a not to exceed amount of \$550.00 for the Highland Meadows Community Development District.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Chenowith, seconded by Mr. Walsh, with all in favor, the Board adjourned the meeting at 2:58 p.m. for Highland Meadows Community Development District.


Assistant Secretary


Chairman/Vice Chairman