



Rizzetta & Company

Highland Meadows Community Development District

**Board of Supervisors'
Regular Meeting
November 17, 2020**

District Office:
8529 South Park Circle, Suite 330
Orlando, Florida 32819
407.472.2471

www.highlandmeadowscdd.org

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 8529 South Park Circle, Suite 330, Orlando, FL 32819

Board of Supervisors	Cindy Chenowith Robert Williams Headley Oliver Eric Chenowith Greg Tavares	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Counsel	Roy Van Wyk	Hopping Green & Sams
District Engineer	Rey Malave	Dewberry Engineering

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment 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 (407) 472-2471. 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.

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 8529 SOUTH PARK CIRCLE • SUITE 330 • ORLANDO, FL 32819
www.highlandmeadowscdd.org

November 10, 2020

Board of Supervisors
**Highland Meadows Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Highland Meadows Community Development District will be held on **Tuesday, November 17, 2020 at 2:00 p.m.** at City Hall, located at 1 Allapaha Avenue, Davenport, FL 33837. The following is the Tentative agenda for this meeting:

BOARD OF SUPERVISORS MEETING:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
 - A. Consideration of Resolution 2021-01, Designating Officers.....Tab 1
 - B. Acceptance of Second Addendum to Professional Services Agreement.....Tab 2
 - C. Establishment of Audit Committee
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - i. Discussion Regarding Erosion Adjacent to 1120 Highland Meadows Street.....Tab 3
 - C. District Manager
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held on August 18, 2020.....Tab 4
 - B. Consideration of Operation and Maintenance Expenditures for August and September 2020.....Tab 5
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact us at (407) 472-2471.

Sincerely,

Matthew Huber

Matthew Huber
District Manager

Tab 1

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT APPOINTING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Highland Meadows Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within Polk County, Florida; and

WHEREAS, the District's Board of Supervisors desires to appoint Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. The following are appointed as Officers of the District effective upon the passage of this Resolution:

- _____ is appointed Chairman;
- _____ is appointed Vice Chairman;
- _____ is appointed Assistant Secretary;
- _____ is appointed Assistant Secretary;
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.

SECTION 2. This Resolution supersedes any prior appointments made by the Board of supervisors to serve as Chairman, Vice Chairman, and Assistant Secretaries.

SECTION 3. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 17TH DAY OF NOVEMBER, 2020.

ATTEST:

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Tab 2

SECOND ADDENDUM TO THE CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

This Second Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the _____, 2020 (the “**Effective Date**”), by and between **Highland Meadows Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Polk County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional District Services dated October 1st, 2018 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Addendum as of the Effective Date.



Rizzetta & Company

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: _____

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: _____

WITNESS: _____
Signature

Print Name

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

BY: _____

PRINTED NAME: _____

TITLE: Chairman/Vice Chairman

DATE: _____

ATTEST: _____
Vice Chairman/Assistant Secretary
Board of Supervisors

Print Name



Rizzetta & Company

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

ANNUALLY	MONTHLY	
Management:	\$ 1,185.51	\$14,226
Administrative:	\$ 414.00	\$ 4,968
Accounting:	\$ 1,078.13	\$12,938
Financial & Revenue Collections:	\$ 327.75	\$ 3,933
Assessment Roll (1):		\$ 5,250
Total Standard On-Going Services:	\$ 3,005.39	\$41,315

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.



ADDITIONAL SERVICES:

Extended and Continued Meetings	Hourly	\$ 180.25
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
Senior Manager	\$ 54.00
District Manager	\$ 42.00
Accounting & Finance Staff	\$ 29.00
Administrative Support Staff	\$ 25.00

LITIGATION SUPPORT SERVICES: Hourly Upon Request

ADDITIONAL THIRD-PARTY SERVICES:

Pre-Payment Collections/Estoppel/Lien Releases:

Lot/ Homeowner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request



Rizzetta & Company

Tab 3

Jaclyn Moreno

Subject: FW: Highland Meadows CDD: Erosion Adjacent to 1120 Highland Meadows St.
Attachments: Slide1.JPG; Slide2.JPG; Slide3.JPG

From: Armans, Peter <parmans@Dewberry.com>
Sent: Friday, October 16, 2020 5:16 PM
To: Malave, Rey <rmalave@Dewberry.com>
Subject: Highland Meadows CDD: Erosion Adjacent to 1120 Highland Meadows St.

Rey,

On Tuesday October 16th, I visited the Highland Meadows CDD property adjacent to 1120 Highland Meadows Street, to inspect the concerns with depression or erosion on the pond banks. I walked the area, took photographs, and communicated with the home owner at 1120 Highland Meadows.

During the inspection, I noted general erosion on the south side of the private property with two areas exhibiting more erosion than the rest. The two areas were directly adjacent to two newly installed downspout drains installed by the homeowner on the private side. Attached are a few photos showing the two areas and their general location/condition.

From my conversation with the homeowner, he recognizes that the newly installed drains are causing the erosion in those two areas. He indicated that he intends to remove the drains and replace them with an energy dissipating box (rocks/rip-rap). The homeowner showed me the concrete hairline crack on his backyard patio and it did not seem to be related to any CDD issues.

Finally, I spot checked the slopes on the pond banks and they are roughly 1:3 and stable. Please let me know if there are any other issues we need to address.

Thank you,

Peter Armans, P.E.
Project Engineer

Dewberry
800 North Magnolia Ave
Suite 1000
Orlando, FL 32803
321-354-9767 - Office
www.dewberry.com



N 10th St

N 10th St

1120 Highland Meadows Street

Highland Meadows St

Highland Meadows St

Area 2

Area 1





Area 1



Area 2

Tab 4

1
2 **MINUTES OF MEETING**
3

4 **Each person who decides to appeal any decision made by the Board with respect to**
5 **any matter considered at the meeting is advised that the person may need to ensure**
6 **that a verbatim record of the proceedings is made, including the testimony and**
7 **evidence upon which such appeal is to be based.**
8

9 **HIGHLAND MEADOWS**
10 **COMMUNITY DEVELOPMENT DISTRICT**
11

12 The regular meeting of the Board of Supervisors of the Highland Meadows
13 Community Development District was held on **Tuesday, August 18, 2020 at 2:04 p.m. by**
14 **phone teleconference at 1-929-205-6099; Meeting ID 987 2485 5954.**
15

16 Present and constituting a quorum:

17		
18	Cindy Chenowith	Board Supervisor, Chairperson
19	Robert Williams	Board Supervisor, Vice Chairperson
20	Eric Chenowith	Board Supervisor, Assistant Secretary
21	Headley Oliver	Board Supervisor, Assistant Secretary
22		

23 Also present were:

24		
25	Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
26	Richard Hernandez	Staff Accountant, Rizzetta & Company, Inc.
27	Roy Van Wyk	District Counsel, Hopping, Green & Sams
28	Rey Malave	District Engineer, Dewberry
29	Audience	Present
30		

31 **FIRST ORDER OF BUSINESS**

Call to Order

32
33 Prior to the meeting, Mr. Jeancola addressed that today's meeting is being held via
34 media technology communications pursuant to Executive Orders issued by Governor
35 DeSantis, pursuant to Section 120.54(5)(b)2., Florida Statutes.
36

37 Mr. Jeancola called the meeting to order and read the roll call.
38

39 **SECOND ORDER OF BUSINESS**

Audience Comments on Agenda Items

40
41 A resident from 319 Pentas Lane noted that they sent an e-mail regarding street
42 parking. She does not see a need for street parking as the single-family homes include
43 parking for 4 vehicles with garages and driveways. Mr. Jeancola asked for her property
44 address and noted that her residence is located in Highland Meadows CDD II and managed
45 by GMS. Discussion ensued.
46
47

48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors Meeting held on
June 11, 2020**

Mr. Jeancola asked if the Board had any comments regarding the June 11, 2020 meeting minutes. There were none.

On a Motion Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on June 11, 2020 as presented for the Highland Meadows Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operations and
Maintenance Expenditures for June and
May 2020**

Mr. Jeancola presented the Operation & Maintenance expenditures for June and July 2020. The July 2020 expenditures were inclusive of mulching.

On a Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for June 2020 (\$11,726.79) and July 2020 (\$16,138.75), for the Highland Meadows Community Development District.

FIFTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year 2020-2021
Final Budget**

On a motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board agreed to open the public hearing on Fiscal Year 2020-2021 Final Budget for Highland Meadows Community Development District.

Mr. Jeancola presented and reviewed Fiscal Year 2020-2021 Budget and Assessments. The District proposes to maintain their level of assessments. The budget proposed allocations in the amount of \$83,009 for administration and \$117,153 for field operations for a total of \$200,162.00. A balance forward of \$137,089 from prior year(s) surplus would be utilized to offset expenses and maintain the current level of assessments.

Mr. Jeancola confirmed that the meeting was properly noticed and that the budget was posted to the District's website.

No members of the public desired to provide public testimony or comment.

On a motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board agreed to close the public hearing on Fiscal Year 2020-2021 Final Budget for Highland Meadows Community Development District.

87
88
89
90
91
92
93

94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111

112
113
114
115
116
117
118
119
120
121
122
123
124
125

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2020-06,
Adopting Fiscal Years 2020-2021 Final
Budget**

Mr. Jeancola reviewed Resolution 2020-06 with the Board.

On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved Resolution 2020-06, Adopting Fiscal Year 2020-2021 Final Budget, for Highland Meadows Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2020-07
Imposing Special Assessments and
Certifying an Assessment Roll**

Mr. Jeancola presented and reviewed Resolution 2020-07 with the Board.

On a motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board approved Resolution 2020-07, Imposing Special Assessments and Certifying an Assessment Roll, for the Highland Meadows Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2020-08,
Setting the Fiscal Year 2020/2021
Meeting Schedule**

Mr. Jeancola presented and reviewed Resolution 2020-08 with the Board. The Board agreed to maintain the same schedule.

On a motion by Ms. Chenowith, seconded by Mr. Oliver, with all in favor, the Board approved Resolution 2020-08, Setting the Fiscal Year 2020-2021 Meeting Schedule, for Highland Meadows Community Development District.

NINTH ORDER OF BUSINESS

**Ratification of the Acceptance of Fiscal
Year 2019 Audit**

Mr. Jeancola noted that the audit was clean with no adverse findings. The audit was accepted by Ms. Chenowith on June 24th, 2020.

On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board ratified the Fiscal Year 2019 Audit, for the Highland Meadows Community Development District.

126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172

TENTH ORDER OF BUSINESS

Ratification of D-Curb and Wash-Out Repairs – All Terrain Tractor Service, Inc.

Mr. Jeancola presented the ratified proposal in the amount of \$8,733.00. This was approved by Ms. Chenowith on July 14th, 2020. The proposal addresses erosion in the mid-section of Highland Meadows Street. The installation of the D-Curb will reduce water and correct erosion.

On Motion by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board ratified the D-Curb and Wash-Out Repairs Proposal received from All Terrain Tractor Service, Inc. in the amount of \$8,733.00, for the Highland Meadows Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of Inlet Repair Proposal – All Terrain Tractor Service, Inc.

Mr. Jeancola presented the proposal in the amount of \$5,685.00. The inlet is located by the north intersection of Highland Meadows Street and Highland Meadows Avenue.

On Motion by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board approved the Inlet Repair Proposal from All Terrain Tractor Service, Inc. in the amount of \$5,685.00, pending Mr. Malave’s inspection, for the Highland Meadows Community Development District.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel
No report.

B. District Engineer
No report.

C. District Manager
Mr. Jeancola advised that the next meeting is scheduled for November 17th, 2020. The Board may have to adopt an amended budget. He briefly discussed the General Election with the Board. The District has not received a resignation from Mr. Tavares at this time (Seat No. 2).

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no further supervisor requests at this time.

Mr. Jeancola reminded the Board that the next meeting of the Board of Supervisors is scheduled for November 17th, 2020.

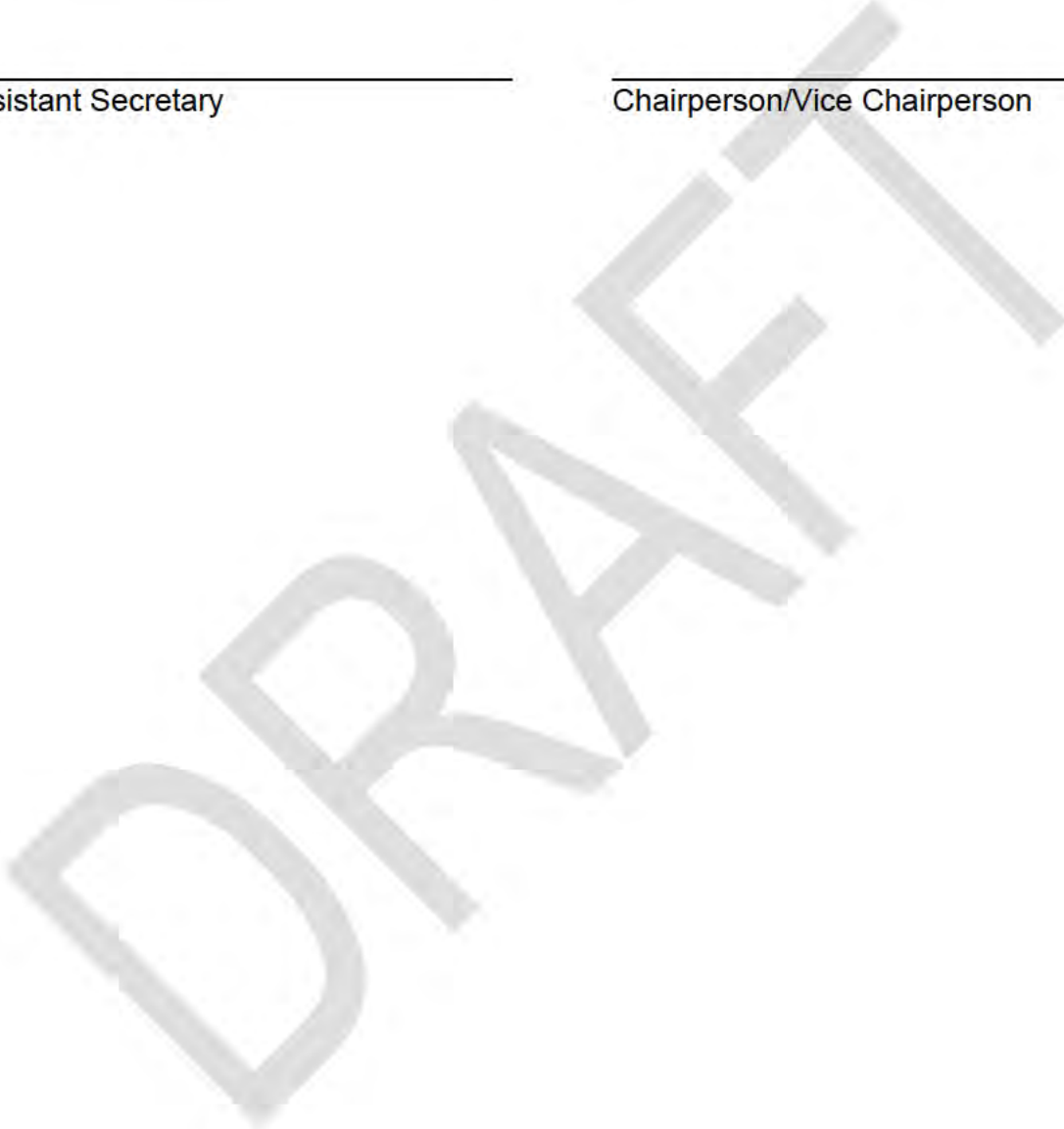
173
174
175
176
177
178
179
180
181
182
183
184

FOURTEENTH ORDER OF BUSINESS Adjournment

On a Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors adjourned the meeting at 2:46 p.m. for the Highland Meadows Community Development District.

Assistant Secretary

Chairperson/Vice Chairperson



Tab 5

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures August 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2020 through August 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$12,887.26**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Highland Meadows Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Cindy Chenowith	002789	CC081820	Board of Supervisors Meeting 08/18/20	\$ 200.00
City of Davenport	002785	2270 07/20	Highland Meadows St Irrigation 07/20	\$ 374.65
City of Davenport	002785	2318 07/20	Olsen Road Irrigation 07/20	\$ 684.70
Duke Energy	002790	09617 89471 08/20	0 County Road 547 N Lite 08/20	\$ 327.07
Duke Energy	002790	41513 18262 08/20	0 County Road 547 N Lite PH2 08/20	\$ 498.30
Eric Chenowith	002788	EC081820	Board of Supervisors Meeting 08/18/20	\$ 200.00
Headley Oliver	002791	HO081820	Board of Supervisors Meeting 08/18/20	\$ 200.00
Hopping Green and Sams	002786	113644	Legal Services 02/20	\$ 501.00
Hopping Green and Sams	002792	116291	Legal Services 06/20	\$ 1,149.50
Marsha Faux Property Appraiser	002787	4651769	1% Property Appraiser Fee for 2020 Tax Roll	\$ 2,419.28
Rizzetta & Company, Inc.	002783	INV0000051789	District Management Fees 08/20	\$ 2,903.76
Rizzetta Technology Services, LL	002784	INV0000006119	Website Hosting Services 08/20	\$ 100.00
Robert C. Williams	002795	RW081820	Board of Supervisors Meeting 08/18/20	\$ 200.00
Southern Oak Outdoor, LLC.	002793	1502	Landscape Maint. 08/20	\$ 2,530.50

Highland Meadows Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
The Ledger / News Chief	002794	1039978	Acct #650876 Legal Advertising 07/20	\$ 598.50
Report Total				<u>\$ 12,887.26</u>

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures September 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$13,528.69**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Highland Meadows Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
City of Davenport	002799	2270 08/20	Highland Meadows St Irrigation 08/20	\$ 327.07
City of Davenport	002799	2318 08/20	Olsen Road Irrigation 08/20	\$ 661.36
Dewberry Engineers, Inc.	002798	1863758	General Engineering Services 07/20	\$ 1,560.00
Egis Insurance Advisors LLC	002801	11359	Florida Insurance Alliance Policy #100120659 FY 20/21	\$ 7,588.00
Hopping Green and Sams	002800	116895	Legal Services 07/20	\$ 388.50
Rizzetta & Company, Inc.	002796	INV0000052579	District Management Fees 09/20	\$ 2,903.76
Rizzetta Technology Services, LL	002797	INV0000006218	Website Hosting Services 09/20	\$ 100.00
Report Total				<u>\$ 13,528.69</u>