



Rizzetta & Company

# Highland Meadows Community Development District

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**Board of Supervisors'  
Special Meeting  
January 13, 2021**

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

[www.highlandmeadowscdd.org](http://www.highlandmeadowscdd.org)

## **HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**

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

<b>Board of Supervisors</b>	Cindy Chenowith Robert Williams Headley Oliver Eric Chenowith Greg Tavares	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District Counsel</b>	Roy Van Wyk	Hopping Green & Sams
<b>District Engineer</b>	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](http://www.highlandmeadowscdd.org)

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January 7, 2021

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

**AGENDA (revised)**

Dear Board Members:

The audit review and special meeting of the Board of Supervisors of the Highland Meadows Community Development District will be held on **Wednesday, January 13, 2021 at 10:00 a.m.** at City Hall, located at 1 Allapaha Avenue, Davenport, FL 33837. The following is the Tentative agenda for this meeting:

**AUDIT COMMITTEE MEETING:**

- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS ADMINISTRATION**
  - A. Consideration of Auditor Selection Evaluation Criteria.....Tab 1
  - B. Consideration of Audit Proposal Instructions.....Tab 2
  - C. Consideration of Advertisement for Proposals for Annual Auditing....Tab 3
- 3. ADJOURNMENT**

**BOARD OF SUPERVISORS MEETING:**

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
  - A. Update on Wall Repairs Proposal.....Tab 4
  - B. Update on Additional Barbed Wire Proposal
  - C. Update on Pressure Washing/Painting of Community Wall Proposal
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    - i.Retention Pond Wall Repairs.....Tab 5
  - C. District Manager
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held on November 17, 2020.....Tab 6
  - B. Consideration of Operation and Maintenance Expenditures for October 2020.....Tab 7
  - C. Consideration of Resolution 2021-02, Appointing Board Member.....Tab 8
- 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

# *Audit Committee Meeting*



# **Tab 1**

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT  
DISTRICT AUDITOR SELECTION  
EVALUATION CRITERIA**

**1. Ability of Personnel. (20 Points)**

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

**2. Proposer's Experience. (20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

**3. Understanding of Scope of Work. (20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. Ability to Furnish the Required Services. (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

**5. Price. (20 Points)**

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

**Total (100 Points)**

## **Tab 2**

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2020, 2021 and 2022**

Polk County, Florida

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **{Insert Day, Month, Date, Year}**, at **12:00 p.m.**, at the offices of District Manager, located at Rizzetta & Company, Inc., 8529 South Park Circle, Suite 330, Orlando, FL 32819, telephone (407) 472-2471. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit eight (8) hard copies and one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Highland Meadows Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of two (2) annual renewals.

**SECTION 13. PROTESTS.** In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

## **Tab 3**

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT  
DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT  
SERVICES**

The Highland Meadows Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending **September 30, 2020**, with an option for two additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District has previously issued Special Assessment Revenue Bonds to finance the acquisition and construction of certain improvements for the benefit of the District, and has an operating budget for fiscal year ending September 30, 2020 of approximately **\$XXX,XXX** inclusive of debt service. The final contract will require that, among other things, the audit for the period ending September 30, 2020, will be completed no later than April 15, 2021.

The auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide eight (8) copies and one (1) digital copy of their proposal to Matthew Huber, District Manager, c/o Rizzetta & Company, Inc., located at 8529 South Park Circle, Suite 330, Orlando, FL 32819, in an envelope marked on the outside "Auditing Services – Highland Meadows Community Development District." Proposals must be received by **{Insert Day, Month, Date, Year}, at 12:00 p.m.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager, who can be reached at (407) 472-2471.

Highland Meadows Community Development  
District  
Matthew Huber, District Manager

Run Date(s): **TBD**

# *Board of Supervisors Meeting*



## **Tab 4**



Highland Meado





























*Highland Mo*





St. Elizabeth's







































Sighlana Mea





























## **Tab 5**

## Jaclyn Moreno

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**Subject:** FW: Highland Meadow CDD - Retention pond wall repairs

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**From:** Malave, Rey <[rmalave@Dewberry.com](mailto:rmalave@Dewberry.com)>  
**Sent:** Monday, January 4, 2021 2:38 PM  
**To:** Matthew E. Huber <[MHuber@rizzetta.com](mailto:MHuber@rizzetta.com)>  
**Cc:** Roy Van Wyk ([RoyV@hgslaw.com](mailto:RoyV@hgslaw.com)) <[royv@hgslaw.com](mailto:royv@hgslaw.com)>  
**Subject:** RE: Highland Meadow CDD - Retention pond wall repairs

Matt  
We need to get with the LA contractor to see if they can do some grading/re-sodding in the area  
Looks like we have some issues even thou the drainage affected some of it  
Looks like the walking though the area from the roadway and cutting through are affecting the slope. I would recommend the installation of a chain link fence along the road which would tie into the existing fences on each side and limit the use of the area as a short cut. The having the fence there also would limit any liability if someone was cutting through the CDD property  
I will get a drawing we can use to show the board and see what the would like to do as well as get a price for the fence  
Thank you  
Rey

**Rey Malavé, PE**  
Associate Vice President  
Department Manager, Municipal Engineering  
**Dewberry**  
800 North Magnolia Avenue  
Suite 1000  
Orlando, FL 32803  
(321)354-9656 Direct  
(407)766-4367 Cell  
e-mail: [rmalave@dewberry.com](mailto:rmalave@dewberry.com)

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**From:** Matthew E. Huber <[MHuber@rizzetta.com](mailto:MHuber@rizzetta.com)>  
**Sent:** Monday, December 7, 2020 4:44 PM  
**To:** Malave, Rey <[rmalave@Dewberry.com](mailto:rmalave@Dewberry.com)>  
**Cc:** Roy Van Wyk ([RoyV@hgslaw.com](mailto:RoyV@hgslaw.com)) <[royv@hgslaw.com](mailto:royv@hgslaw.com)>  
**Subject:** RE: Highland Meadow CDD - Retention pond wall repairs

[CAUTION] External Email. DO NOT click links or open attachments unless expected. Please use the "Phish Alert" button to report all suspicious emails.

Thanks

In an effort to maintain compliance with the Florida Sunshine Law, please do not reply globally to this notification. Any questions should be directed to the sending party only or to the District Office at (813) 933-5571.

**Matthew Huber**  
Regional District Manager

Rizzetta & Company  
12750 Citrus Park Lane  
Suite 115  
Tampa, FL 33625  
Phone: 813-933-5571

[mhuber@rizzetta.com](mailto:mhuber@rizzetta.com)



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**From:** Malave, Rey <[rmalave@Dewberry.com](mailto:rmalave@Dewberry.com)>  
**Sent:** Monday, December 7, 2020 4:41 PM  
**To:** Matthew E. Huber <[MHuber@rizzetta.com](mailto:MHuber@rizzetta.com)>  
**Cc:** Roy Van Wyk ([RoyV@hgslaw.com](mailto:RoyV@hgslaw.com)) <[royv@hgslaw.com](mailto:royv@hgslaw.com)>  
**Subject:** RE: Highland Meadow CDD - Retention pond wall repairs

Matt  
I am looking to see what date could work out there to meet  
May be Friday, will let you know  
Thanks  
Rey Malave, PE

**Rey Malavé, PE**  
Associate Vice President  
Department Manager, Municipal Engineering  
**Dewberry**  
800 North Magnolia Avenue  
Suite 1000  
Orlando, FL 32803  
(321)354-9656 Direct  
(407)766-4367 Cell  
e-mail: [rmalave@dewberry.com](mailto:rmalave@dewberry.com)

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**From:** Matthew E. Huber <[MHuber@rizzetta.com](mailto:MHuber@rizzetta.com)>  
**Sent:** Wednesday, December 2, 2020 5:05 PM  
**To:** Malave, Rey <[rmalave@Dewberry.com](mailto:rmalave@Dewberry.com)>  
**Cc:** Roy Van Wyk ([RoyV@hgslaw.com](mailto:RoyV@hgslaw.com)) <[royv@hgslaw.com](mailto:royv@hgslaw.com)>  
**Subject:** FW: Highland Meadow CDD - Retention pond wall repairs

[CAUTION] External Email. Do NOT click links or open attachments unless expected. Please use the "Phish Alert" button to report all suspicious emails.

Hi Rey,

How would like for me to setup this meeting with you and David below?

**In an effort to maintain compliance with the Florida Sunshine Law, please do not reply globally to this notification. Any questions should be directed to the sending party only or to the District Office at (813) 933-5571.**

**Matthew Huber**

Regional District Manager

Rizzetta & Company  
12750 Citrus Park Lane  
Suite 115  
Tampa, FL 33625  
Phone: 813-933-5571

[mhuber@rizzetta.com](mailto:mhuber@rizzetta.com)



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**From:** David Martinez <[dcmxp80@gmail.com](mailto:dcmxp80@gmail.com)>  
**Sent:** Wednesday, December 2, 2020 4:14 PM  
**To:** Matthew E. Huber <[MHuber@rizzetta.com](mailto:MHuber@rizzetta.com)>  
**Subject:** Fwd: Retention pond wall repairs

Mr. Huber,

Good afternoon.

Thank you for hosting my wife and I on last month's CDD Meeting. It was very insightful. Per the group conversation, Eric Chenowith asked Rey Malave if he could help us come up with some sort of a "plan of attack" or if he had any suggestions or recommendations. Rey stated he'd help to come up with a "scheme" or plan. I've included some photos of the retention pond wall. One of the questions that had come up during the meeting was if I had a photo showing the afflicted area **prior** to the gutter system installation. Yes, I do. I've included it as part of this email. I'd like to make mention that this area receives more than it's fair share of foot traffic due to the local school system. While no one person is at fault directly, dozens of people travel along the retention pond walls on a daily basis as part of their commute home. I've enclosed photos showing the foot traffic.

Do we reach out to Mr. Malave directly or do we deal with you directly sir? We're just eager to begin.

Any and all help and guidance is greatly appreciated.

Thank you again for your time and patience.

David & Jessica Martinez  
1120 Highland Meadows St  
Davenport, FL 33837  
407-460-1930

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----- Forwarded message -----

From: **dcmxp80** <[dcmxp80@gmail.com](mailto:dcmxp80@gmail.com)>  
Date: Wed, Nov 18, 2020 at 12:44 PM  
Subject: Re: Retention pond wall repairs  
To: Highland MeadowsHOA <[highlandmhoa@gmail.com](mailto:highlandmhoa@gmail.com)>

As always, you are all greatly appreciated.

David & Jessica Martinez  
1120 Highland Meadows St  
Davenport, FL 33837  
407-460-1930

----- Original message -----

From: Highland MeadowsHOA <[highlandmhoa@gmail.com](mailto:highlandmhoa@gmail.com)>  
Date: 11/18/20 12:41 PM (GMT-05:00)  
To: dcmxp80 <[dcmxp80@gmail.com](mailto:dcmxp80@gmail.com)>  
Subject: Re: Retention pond wall repairs

We are truly here to help. Let us know if we can do anything else for you.

On Wed, Nov 18, 2020, 12:40 dcmxp80 <[dcmxp80@gmail.com](mailto:dcmxp80@gmail.com)> wrote:

Excellent.

We appreciate the guidance.

David & Jessica Martinez  
1120 Highland Meadows St  
Davenport, FL 33837  
407-460-1930

----- Original message -----

From: Highland MeadowsHOA <[highlandmhoa@gmail.com](mailto:highlandmhoa@gmail.com)>  
Date: 11/18/20 12:37 PM (GMT-05:00)  
To: dcmxp80 <[dcmxp80@gmail.com](mailto:dcmxp80@gmail.com)>  
Subject: Re: Retention pond wall repairs

Hey guys! I just want to let you know that there are laws that prevent HOA and CDD crossover. So in the effort to obey all laws governing these organizations I will ask you to direct all CDD related questions and information to the district manager [MHuber@rizzetta.com](mailto:MHuber@rizzetta.com)  
This way everything is legal.

On Wed, Nov 18, 2020, 11:14 dcmxp80 <[dcmxp80@gmail.com](mailto:dcmxp80@gmail.com)> wrote:

Good morning,

In yesterday's meeting, Eric asked Rey if he could help us come up with some sort of a "plan of attack" or if he had any suggestions or recommendations. Rey said he'd help to come up with a scheme. Do we wait for him to reach out to us? Do we reach out to him directly or does the HOA act as the middleman? My wife and I are eager to begin.

Also, someone had asked if we had a picture showing the shift in sand before we installed the drains. The drains were installed in July. The picture attached to this email was from last. You can already see the exposed sand.

Thank you again,

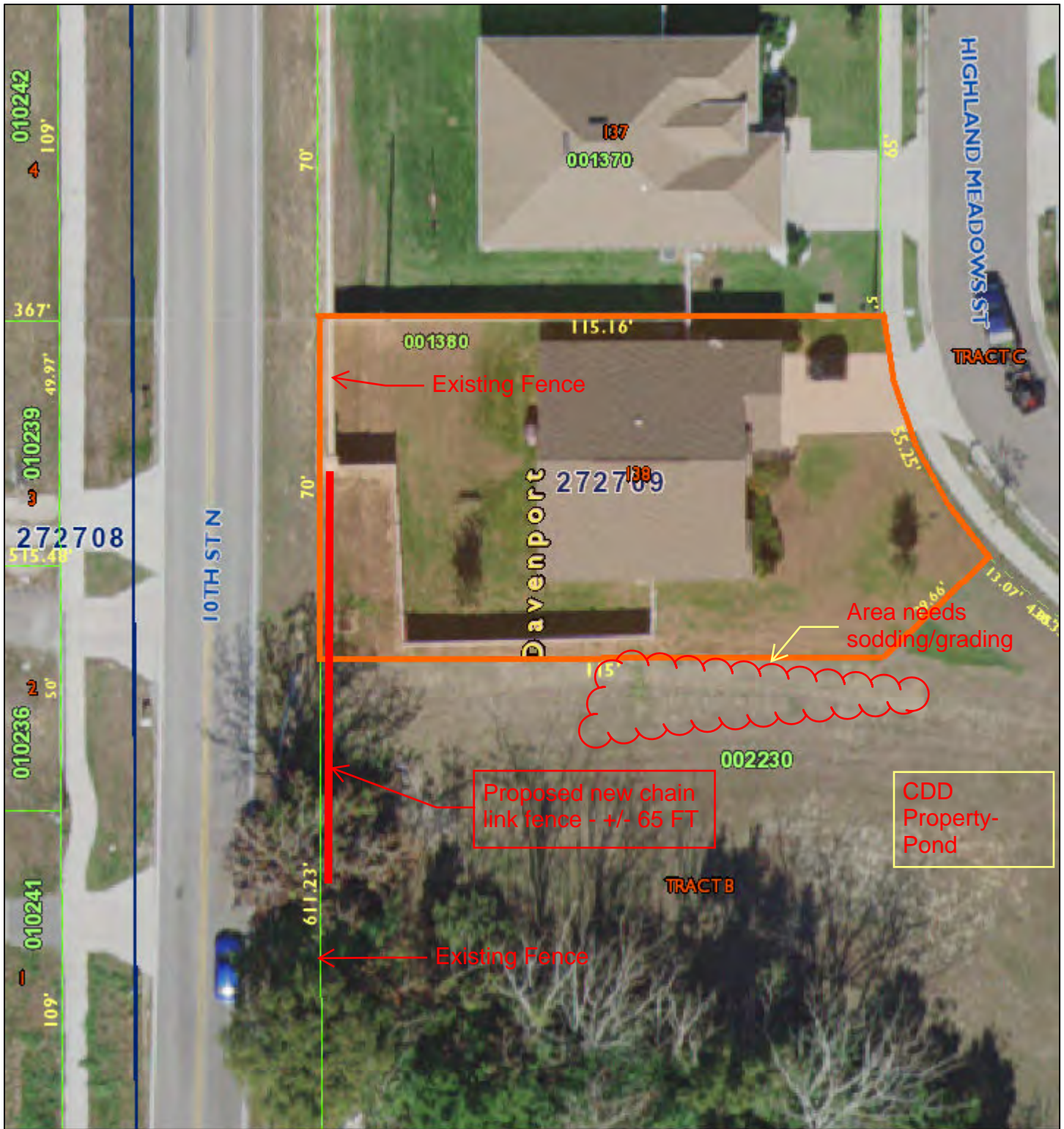
David & Jessica Martinez  
1120 Highland Meadows St  
Davenport, FL 33837  
407-460-1930

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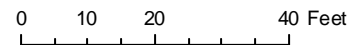
Visit Dewberry's website at [www.dewberry.com](http://www.dewberry.com) If you've received this email even though it's intended for someone else, then please delete the email, don't share its contents with others, and don't read its attachments. Thank you.



# Highland Meadows CDD - Pond



- Selected Parcel
- Roads
- Waterbodies
- Municipal Boundaries
- Lots
- Lot and Block Text
- Blocks
- Tiers
- Dimensions\_ParcelFabric
- Dimensions\_Carto\_Dist
- Dimensions\_LabelText
- + Misc Text
- + Railroads
- Arrows
- Parcels
- Surrounding Counties
- PLSS Townships
- PLSS Sections
- PLSS Boundaries
- Gov't Lots



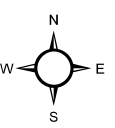
All maps are worksheets used for illustrative purposes only, they are not surveys. The Polk County Property Appraiser assumes no responsibility for errors in the information and does not guarantee the data is free from error or inaccuracy. The information is provided "as is".

**Highland Meadows CDD  
 Pond Maintenance Map  
 Prepared by Dewberry Engineers**



Marsha M. Faux, CFA, ASA  
 Property Appraiser  
 Polk County, Florida

January 4, 2021





## **Tab 6**



**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 the Highland Meadows Community Development District was held on **Tuesday, November 17, 2020 at 2:11 p.m.** located at City Hall, located at 1 Allapaha Avenue, Davenport, FL 33837.

Present and constituting a quorum:

Cindy Chenowith	<b>Board Supervisor, Chairperson</b>
Robert Williams	<b>Board Supervisor, Vice Chairperson</b>
Eric Chenowith	<b>Board Supervisor, Assistant Secretary</b>
Headley Oliver	<b>Board Supervisor, Assistant Secretary</b> <i>(via phone)</i>

Also present were:

Matthew Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b> <i>(via phone)</i>
Roy Van Wyk	<b>District Counsel, Hopping, Green &amp; Sams</b> <i>(via phone)</i>
Rey Malave	<b>District Engineer, Dewberry</b> <i>(via phone)</i>
Audience	<b>Present</b>

**FIRST ORDER OF BUSINESS**                      **Call to Order**

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

**SECOND ORDER OF BUSINESS**                      **Audience Comments on Agenda Items**

Mr. Martinez mentioned erosion at the District retention wall adjacent to his property located at 1120 Highland Meadows Street.



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**THIRD ORDER OF BUSINESS** **Consideration of Resolution 2021-01, Designating Officers**

Mr. Huber explained the process of designating officers after an election. The Board discussed and decided to keep the officers the same, with the addition of Matthew Huber as an Assistant Secretary of the District.

On a Motion Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved Resolution 2021-01, Designating Officers for the Highland Meadows Community Development District.

**FOURTH ORDER OF BUSINESS** **Acceptance of Second Addendum to Professional Services Agreement**

Mr. Huber explained the purpose of the Second Addendum to Professional Services Agreement to the Board. There were no questions from the Board.

On a Motion Mr. Chenowith, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved the Second Addendum to Professional Services Agreement for the Highland Meadows Community Development District.

**FIFTH ORDER OF BUSINESS** **Establishment of Audit Committee**

Mr. reviewed the process for establishing an audit committee. There were no questions from the Board.

On a Motion Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors established the Board of Supervisors as the Audit Committee, for the Highland Meadows Community Development District.

**SIXTH ORDER OF BUSINESS** **Staff Reports**

- A. District Counsel**  
No report. Mr. Van Wyk offered to answer any questions from the Board. There were none.
- B. District Engineer**  
Mr. Malave updated the Board on his findings regarding the erosion adjacent to 1120 Highland Meadows Street. He stated that the erosion was from the homeowner's gutter and downspouts on the house. During the discussion, a Board member asked if Mr. Malave could recommend a solution on how to correct the issue. Mr. Malave can and will provide a recommendation. A Board member also suggested having the District's landscaper repair the eroded area.



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Mr. Huber asked Mr. Malave to assist in working on the scope for the landscaper to repair these areas.

**C. District Manager**

Mr. Huber mentioned the next meeting is scheduled for April 20<sup>th</sup>, 2021 at 2:00 p.m.

Mr. Huber recommended that the Board considers an amended budget for FY 2019-2020 at their next meeting. Mr. Huber asked Ms. Chenowith if she would like to make her comments now or hold them until the Supervisor Requests portion of the meeting. Ms. Chenowith stated that now is fine and reminded the Board that they had previously approved the purchase of holiday decorations. She asked the Board to approve a not to exceed amount of \$600.00 for her to purchase the items at the Home Depot.

Ms. Chenowith also mentioned that there are a few sprinklers in the community that are in need of repair. Mr. Williams mentioned the ones located on Olsen Road and handed out photos of these areas to the Board. He also asked for clarification on if the fence at 261 Highland Meadows Court belonged to the District or if it was the homeowner's responsibility as it was dirty and leaning. He also mentioned that there was a sign installed on Highland Meadows Road that appeared to be placed by a resident. It states "Drive like your kids live here." The Board discussed and decided to have this sign removed. It was also mentioned the wall/cap behind 660 Highland Meadows Street has been damaged. A discussion ensued regarding changing the foam used in the signs and wall to a brick veneer. There was also discussion regarding the need to install a barbed wire topping to the small fence section adjacent to the lift station. Lastly, discussion ensued regarding pressure washing and painting the entire wall that surrounds the community. The Board cannot afford to wait until their next meeting in April 2021 to have these items completed. The Board settled on holding a special meeting during the second week of January 2021. Mr. Huber stated that his office would check with the Board regarding their availability.

<p>On a Motion Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the purchase of holiday decorations from the Home Depot in a not to exceed amount of \$600.00, for the Highland Meadows Community Development District.</p>
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**SEVENTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors Special Meeting held on August 18, 2020**

There were no comments or changes.

On a Motion Ms. Chenowith, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' special meeting held on August 18, 2020 as presented for the Highland Meadows Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Operations and Maintenance Expenditures for August and September 2020**

The board reviewed the Operations and Maintenance Expenditures for August and September 2020. There were no questions.

On a Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for August 2020 (\$12,887.26) and September 2020 (\$13,528.69), for the Highland Meadows Community Development District.

**NINTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

There were no audience comments at this time.

Mr. Williams stated that Mr. Tavares does not live in the community anymore and that his house was sold. Mr. Van Wyk stated that he would look into having him removed.

Mr. Oliver noted that he has a pond drain that is full of weeds behind his house (682 Highland Meadows Avenue) that is possibly clogged. Mr. Huber asked him to send photos so that Mr. Malave can review and get involved if needed. Otherwise, this may be something that the landscapers can clean out.

Mr. Huber reminded the Board that District Management will run an ad for a special meeting in January 2021 based upon the availability of District Staff.



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**TENTH 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 3:18 p.m. for the Highland Meadows Community Development District.

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Assistant Secretary

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Chairperson/Vice Chairperson

DRAFT



## **Tab 7**



# HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures October 2020 For Board Approval

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

The total items being presented: **\$35,013.59**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary



# Highland Meadows Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
All Terrain Tractor Service, Inc.	002803	20-1692	Property Improvements 08/20	\$ 8,733.00
All Terrain Tractor Service, Inc.	002803	20-1693	Inlet Repair 08/20	\$ 5,685.00
Campus Suite	002805	18968	Website & Compliance Services - Q1 FY20/21	\$ 384.38
City of Davenport	002808	2270 09/20	Highland Meadows St Irrigation 09/20	\$ 292.95
City of Davenport	002808	2318 09/20	Olsen Road Irrigation 09/20	\$ 696.14
Dewberry Engineers, Inc.	002804	1874543	General Engineering Services 08/20	\$ 2,197.50
Duke Energy	002802	09617 89471 09/20	0 County Road 547 N Lite 09/20	\$ 327.12
Duke Energy	002802	41513 18262 09/20	0 County Road 547 N Lite PH2 09/20	\$ 498.37
Duke Energy	002809	09617 89471 10/20	0 County Road 547 N Lite 10/20	\$ 327.12
Duke Energy	002809	41513 18262 10/20	0 County Road 547 N Lite PH2 10/20	\$ 498.37
Hopping Green and Sams	002810	117325	Legal Services 08/20	\$ 716.50
Rizzetta & Company, Inc.	002812	INV0000053376	District Management Fees 10/20	\$ 3,005.39
Rizzetta & Company, Inc.	002812	INV0000053631	Assessment Roll Preparation FY 20/21	\$ 5,250.00
Rizzetta Technology Services, LLC	002813	INV0000006425	Website Hosting Services 10/20	\$ 100.00
Southern Oak Outdoor, LLC.	002811	1530	Landscape Maint. 09/20	\$ 2,530.50



# Highland Meadows Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
US Bank Corporate Trust Service	002814	5883288	Highland Meadows CDD 2006A acc#7915210 09/20-08/21	\$ 3,771.25
<b>Report Total</b>				<b><u>\$ 35,013.59</u></b>



## **Tab 8**



**RESOLUTION 2021-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT DECLARING SEAT 2 VACANT; APPOINTING A QUALIFIED ELECTORS TO FILL A VACANCY ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE AND TRANSMITTAL TO THE POLK COUNTY SUPERVISOR OF ELECTIONS.**

**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

**WHEREAS**, all members of the Board of Supervisors (the "Board") are required to be Qualified Electors as that term is defined in Section 190.003, Florida Statutes; and

**WHEREAS**, Supervisor Gary Tavares was duly elected and sworn into Seat 2 of the Board; and

**WHEREAS**, to retain the position of Supervisor on the Board a person must continue to meet the definition of Qualified Elector; and

**WHEREAS**, Supervisor Tavares no longer resides within the District; and

**WHEREAS**, the District Board finds it in the best interest of the residents and landowners within the District to declare Seat 2 vacant and appoint a person meeting the requirements of a Qualified Elector.

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

**SECTION 1.** Seat 2 is hereby declared vacant.

**SECTION 2** Seat 2 is are hereby filled by the Qualified Elector designated below:

Seat # 2 \_\_\_\_\_

**SECTION 3.** This Resolution shall become effective upon its passage.

**SECTION 4.** The District Manager shall transmit a copy of this Resolution to the Polk County Supervisor of Elections.



**PASSED AND ADOPTED** this 13th day of January 2021.

ATTEST:

**HIGHLAND MEADOWS COMMUNITY  
DEVELOPMENT DISTRICT**

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Print Name: \_\_\_\_\_

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Chairperson