



Rizzetta & Company

Highland Meadows Community Development District

**Board of Supervisors'
Regular Meeting
June 15, 2021**

**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	Chair Vice Chair Assistant Secretary Assistant Secretary
District Manager	Richard Hernandez	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

June 8, 2021

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, June 15, 2021 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. STAFF REPORTS**
 - A.** District Counsel
 - B.** District Engineer
 - i. Discussion Regarding Fence Located Behind 261 Highland Meadows Court
 - C.** District Manager
- 4. BUSINESS ITEMS**
 - A.** Discussion Regarding 242 Highland Meadows Place Cul-De-Sac Landscaping Options – Southern Oak Outdoor
 - B.** Consideration of Pressure Washing Proposal – A&R Contracting & Cleaning.....Tab 1
 - C.** Discussion Regarding Foreclosed Home at 215 Highland Meadows Ave.
- 5. BUSINESS ADMINISTRATION**
 - A.** Consideration of the Minutes of the Board of Supervisors' Special Meeting held on May 24, 2021.....Tab 2
 - B.** Consideration of Operation and Maintenance Expenditures for May 2021.....Tab 3
- 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,

Richard Hernandez

Richard Hernandez
District Manager

Tab 1



A & R Contracting & Cleaning, LLC
 2061 9TH LN NE
 winter haven, FL 33881 US
 863-582-6202
 alvarezandramirez@gmail.com

Estimate

ADDRESS
Richard Hernandez Rizzetta & Company 8529 South Park Circle Suite 330 Orlando, Florida 32819

ESTIMATE #	DATE
1548	05/04/2021

ACTIVITY	QTY	RATE	AMOUNT
Material and labor OPTION 2 painting / PREP WORK entrance 1 left side 16 masonry sections right side 11 masonry sections entrance 2 left side 3 sections right side 17 sections plus pressure wash entire side walk on both entrance 1 and 2 all masonry walls will be pressure washed primed and painted pressure washing to remove all debri and mildew primer helps paint last longer ONLY AREAS HIGH LIGHTED ON MAP THAT WAS EMAILED TO ME INCLUDES ALL CLEANING CHEMICALS AND PAINT additional areas added side wall along 10th st will skip section where mobile homes sit due to no access will only paint wall inside the community grand total of 7,064 feet of wall includes areas that are able to be accessed behind yards 10th street wall will require alot of prep work remove paint chippings caulk all cracks prime and paint	1	17,500.00	17,500.00

TOTAL **\$17,500.00**

Accepted By

Accepted Date

Tab 2

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 special meeting of the Board of Supervisors of the Highland Meadows Community Development District was held on **Monday, May 24, 2021 at 11:01 a.m.** located at City Hall, located at 1 Allapaha Avenue, Davenport, FL 33837.

Present and constituting a quorum:

Cindy Chenowith	Board Supervisor, Chairperson
Robert Williams	Board Supervisor, Vice Chairperson
Eric Chenowith	Board Supervisor, Assistant Secretary (via phone)
Headley Oliver	Board Supervisor, Assistant Secretary

Also present were:

Matthew Huber	District Manager, Rizzetta & Company, Inc. (via phone)
Richard Hernandez	District Manager, Rizzetta & Company, Inc.
Roy Van Wyk	District Counsel, Hopping, Green & Sams
Rey Malave	District Engineer, Dewberry (via phone)
Jeff Leeper	Southern Oak Outdoor
Audience	Present

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Ms. Wentz stated that she submitted her resignation from the Board as requested.

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THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Van Wyk stated that he will have a full summary regarding the new legislative session and any necessary changes will be made to the rules of procedure.

B. District Engineer

Mr. Malave updated the Board regarding the grading behind lot 202. The work has been completed.

Ms. Chenowith asked Mr. Malave about the sinkhole on Highland Meadows Drive. It has been addressed and repaired by the City.

Mr. Malave will reach out to All-Terrain regarding the need for irrigation behind 226 Highland Meadows Place.

Brief discussion ensued.

C. District Manager

Mr. Hernandez stated that the registered voter count was 441 as of April 15, 2021.

Mr. Hernandez discussed the revised fence proposal from Venefence with the Board. He also reached out to Duke Energy regarding the replacement of streetlights with LED lights.

FOURTH ORDER OF BUSINESS

**Consideration of Front Entrance
Landscaping Options**

The Board reviewed the 3 options that were provided in the agenda.

On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the front entrance landscaping proposal in a not to exceed amount of \$500.00 (Option1), for the Highland Meadows Community Development District.

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FIFTH ORDER OF BUSINESS

**Consideration of Front Entrance
Architectural Foam Removal Proposal**

The Board reviewed the proposal received from Anthony Home Repair in the amount of \$6,975.00. Discussion ensued.

On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the Front Entrance Architectural Foam Removal Proposal in the amount of \$6,975.00, for the Highland Meadows Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Pressure Washing
Proposals**

The Board tabled all pressure washing proposals and agreed to consider revised proposals at their next meeting

SEVENTH ORDER OF BUSINESS

**Ratification of Valve Replacement
Proposal – Southern Oak Outdoor**

On Motion by Mr. Chenowith, seconded by Mr. Oliver, with all in favor, the Board of Supervisors ratified the valve replacement proposal from Southern Oak Outdoor in the amount of \$350.00, for the Highland Meadows Community Development District.

EIGHTH ORDER OF BUSINESS

**Presentation of Stormwater Cleaning
Schedule – Southern Oak Outdoor**

Mr. Leeper advised the Board that the stormwater system is cleaned on a quarterly basis.

NINTH ORDER OF BUSINESS

**Discussion Regarding 242 Highland
Meadows Place Cul-De-Sac
Landscaping – Southern Oak Outdoor**

Southern Oak Outdoor will provide a rendering but has advised that it may be a challenge to plant trees due to the slope.

TENTH ORDER OF BUSINESS

Discussion Regarding Parking

There are no exemptions to the policy that is in place.

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143 **ELEVENTH ORDER OF BUSINESS**

**Presentation of Proposed Budget Fiscal
Year 2021/2022**

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146 Mr. Hernandez presented the proposed budget for fiscal year 2021/2022 to the Board.

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148 *i. Consideration of Resolution 2021-04, Accepting the Proposed Budget Fiscal Year*
149 *2021/2022 and Setting the Public Hearing*

150 On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of
151 Supervisors approved Resolution 2021-04, Accepting the Proposed Budget Fiscal Year
152 2021/2022 and Setting the Public Hearing (August 17th, 2021 at 2:00 pm), for the Highland
153 Meadows Community Development District.

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155 **TWELFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Audit
Meeting held on April 20, 2021**

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158 There were no comments or changes.

159 On a Motion Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of
Supervisors approved the minutes of the Audit Meeting held on April 20, 2021, as
presented, for the Highland Meadows Community Development District.

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162 **THIRTEENTH ORDER OF BUSINESS**

**Consideration of the Minutes of the
Board of Supervisors Special Meeting
held on April 20, 2021**

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165 There were no comments or changes.

166 On a Motion Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of
167 Supervisors approved the minutes of the Board of Supervisors' meeting held on April 20,
2021, as presented, for the Highland Meadows Community Development District.

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169 **FOURTEENTH ORDER OF BUSINESS**

**Consideration of Operations and
Maintenance Expenditures for April 2021**

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172 The Board reviewed the Operations and Maintenance Expenditures for April 2021.
173 Discussion ensued.

174 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 April 2021
(\$18,326.58), for the Highland Meadows Community Development District.

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FIFTEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

Mr. Williams would like the Board to discuss the district acquisition of 261 Highland Meadows Court their next meeting.

The next regular meeting is scheduled for June 15th, 2021, at 11:00 a.m.



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SIXTEENTH 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 12:37 p.m. for the Highland Meadows Community Development District.

Assistant Secretary

Chairperson/Vice Chairperson

DRAFT

Tab 3

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

District Office · Riverview , Florida 33578

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.highlandmeadowscdd.org

Operation and Maintenance Expenditures May 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2021 through May 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$16,481.85**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Highland Meadows Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Cindy Chenowith	2890	CC05242021	Board of Supervisors Meeting 05/21	\$ 200.00
City of Davenport	2885	2270 4/21	Highland Meadows St Irrigation 04/21	\$ 774.83
City of Davenport	2885	2318 4/21	Olsen Road Irrigation 04/21	\$ 510.51
Dewberry Engineers, Inc.	2886	1852623-1	General Engineering Services 06/20	\$ 2,295.00
Dewberry Engineers, Inc.	2886	1948095	General Engineering Services 03/21	\$ 1,490.00
Dewberry Engineers, Inc.	2891	1959616	General Engineering Services 04/21	\$ 2,850.00
Duke Energy	51421	09617 89471 04/21	0 County Road 547 N Lite 09/20	\$ 322.83
Duke Energy	051421-1	41513 18262 04/21	0 County Road 547 N Lite PH2 04/21	\$ 491.77
Duke Energy	52421	Electric Summary II 03/21	Electric Summary II 03/21	\$ 47.03
Duke Energy	5272021	35100 85009 04/21	508 Highalnd Meadows St. Unit A, Entrance Lights 04/21	\$ 23.58
Duke Energy	52721	97783 97148 04/21	101 Highland Meadows Pl, Unit A, Entrance Lights 04/21	\$ 22.41
Eric Chenowith	2889	EC05242021	Board of Supervisors Meeting 05/21	\$ 200.00
Headley Oliver	2892	HO05242021	Board of Supervisors Meeting 05/21	\$ 200.00
Jacob Derek Miller dba Southern Oak Outdoor, LLC.	2881	238	Hunter Valve & Irrigation Labor 4/21	\$ 350.00

Highland Meadows Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Jacob Derek Miller dba Southern O	2884	1648	Landscape Maint. 05/21	\$ 2,530.50
Jacob Derek Miller dba Southern O	2887	237	Hunter Valve & Irrigation Labor 05/21	\$ 175.00
Rizzetta & Company, Inc.	2882	INV0000058188	District Management Fees 05/21	\$ 3,005.39
Rizzetta Technology Services, LLC	2883	INV0000007507	Website Hosting Services 05/21	\$ 100.00
Robert C. Williams	2895	RW05242021	Board of Supervisors Meeting 05/21	\$ 200.00
The Ledger / News Chief	2888	1045869	Acct #650876 Legal Advertising 03/21	\$ 374.50
The Ledger / News Chief	2888	1046536	Acct #650876 Legal Advertising 04/21	\$ 318.50
<u>Report Total</u>				<u>\$ 16,481.85</u>