

Highland Meadows II

COMMUNITY DEVELOPMENT DISTRICT



REGULAR MEETING

DATE / TIME:

Monday, December 15, 2025
4:30 P.M.

LOCATION:

Shamrock First Baptist Church
2661 Marshall Rd.
Haines City, FL 33844



HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

c/o Anchor Stone
255 Primera Boulevard, Suite 160
Lake Mary, FL 32746

Board of Supervisors

Highland Meadows II Community Development District.

Dear Supervisors:

A Meeting of the Board of Supervisors of the Highland Meadows II Community Development District is scheduled for **Monday, December 15, 2025, at 4:30 P.M.** at the **Highland Meadows II CDD, Shamrock First Baptist Church, 2661 Marshall Rd., Haines City, FL 33844.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The agenda items are for immediate business purposes and for the health and safety of the community. Staff will present any reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

Patricia Thibault

Patricia Thibault, District Manager

CC: District Counsel
District Engineer
District Records



HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

December 15, 2025, 4:30 P.M.

Shamrock First Baptist Church 2661 Marshall Rd. Haines City, FL 33844

VIA INTERNET

TEAMS: [LINK***](#)

Meeting ID: 220 026 443 680 2

Passcode: TL3EW2Xp

VIA TELEPHONE

CALL IN: +1 323-538-4434

Phone conference ID: 511 147 1#

Mute/Unmute: *6

AGENDA

For the full agenda packet, please contact HighlandMeadows2@AnchorStoneMgt.com

I. Call to Order / Roll Call

II. Audience Comments – Agenda Items *(limited to 3 minutes per individual)*

III. Professional Staff Updates

A. Stantec Engineering - Project Manager Greg Woodcock

1. Discussion & Status of Permacast Wall Project & Wall Painting
2. Discussion of Concrete Driveway Repair Related to Wall Project Installation *(to be distributed)*
3. Installation & Proposal from ADS for 7 Curb Ramps & Mats - \$14,700
4. Discussion of Playground Relocation

[EXHIBIT 1](#)

[EXHIBIT 2](#)

❖ Refurbishment of Playground - \$4,800

[EXHIBIT 3A](#)

❖ Removal of Playground - \$5,500

[EXHIBIT 3B](#)

❖ Discussion of Proposal for Playground Re-Construction
(to be distributed)

B. District Attorney – Kutak Rock

1. Discussion & Status of Polk Regional Water Cooperative

IV. Business Matters

A. Consideration for Approval: Contract for District Management Services with Haven Management Solutions

[EXHIBIT 4A](#)

❖ Consideration for Adoption Resolution 2026-01, A Designation of Officers

[EXHIBIT 4B](#)

❖ Consideration for Adoption Resolution 2026-02. A Designation of Authorized Signors

[EXHIBIT 4C](#)

❖ Consideration for Adoption Resolution 2026-03. Designating the Dissemination Agent

[EXHIBIT 4D](#)

V. Field Services Report

- A. Presentation of the Highland Meadows II Maintenance Inspection Check List [EXHIBIT 5A](#)
- B. Discussion & Status of Sign Audit (*to be distributed*) [EXHIBIT 5B](#)
- C. Consideration for Approval – Cooper Pools Motor - \$3,120 [EXHIBIT 5C](#)
- D. Discussion of Fence Repairs and Individuals Continuing to Jump the Fence

VI. Administrative Matters

- A. Consideration for Acceptance– November 2025 Unaudited Financial Statements. [EXHIBIT 6](#)
- B. Consideration for Approval – Minutes of the Regular Meeting of the Board of Supervisors – November 17, 2025 (*to be distributed*). [EXHIBIT 7](#)
- C. Discussion of Changes to the Towing Policy – No Parking on Street with Expired Tags or No Tags
- D. Consideration for Approval – District Counsel Invoice – November 25, 2025 - \$3,418 [EXHIBIT 8](#)
- E. Consideration for Approval – Requisition 80 – Bond Counsel - \$2,276.80 [EXHIBIT 9](#)
- F. Ratifications:
 - ❖ Requisition 79 - Achor Stone Management - \$3,500 [EXHIBIT 10](#)
- G. Consideration for Adoption Resolution 2026-04, General Election Resolution [EXHIBIT 11](#)

VII. Other Matters to be Introduced

- A. Exempt Security Session

VIII. District Manager

IX. Audience Comments – New Business – (*limited to 3 minutes per individual*)

- 1. Discussion of Street Parking [EXHIBIT 12](#)

X. Supervisor Requests

XI. Adjournment

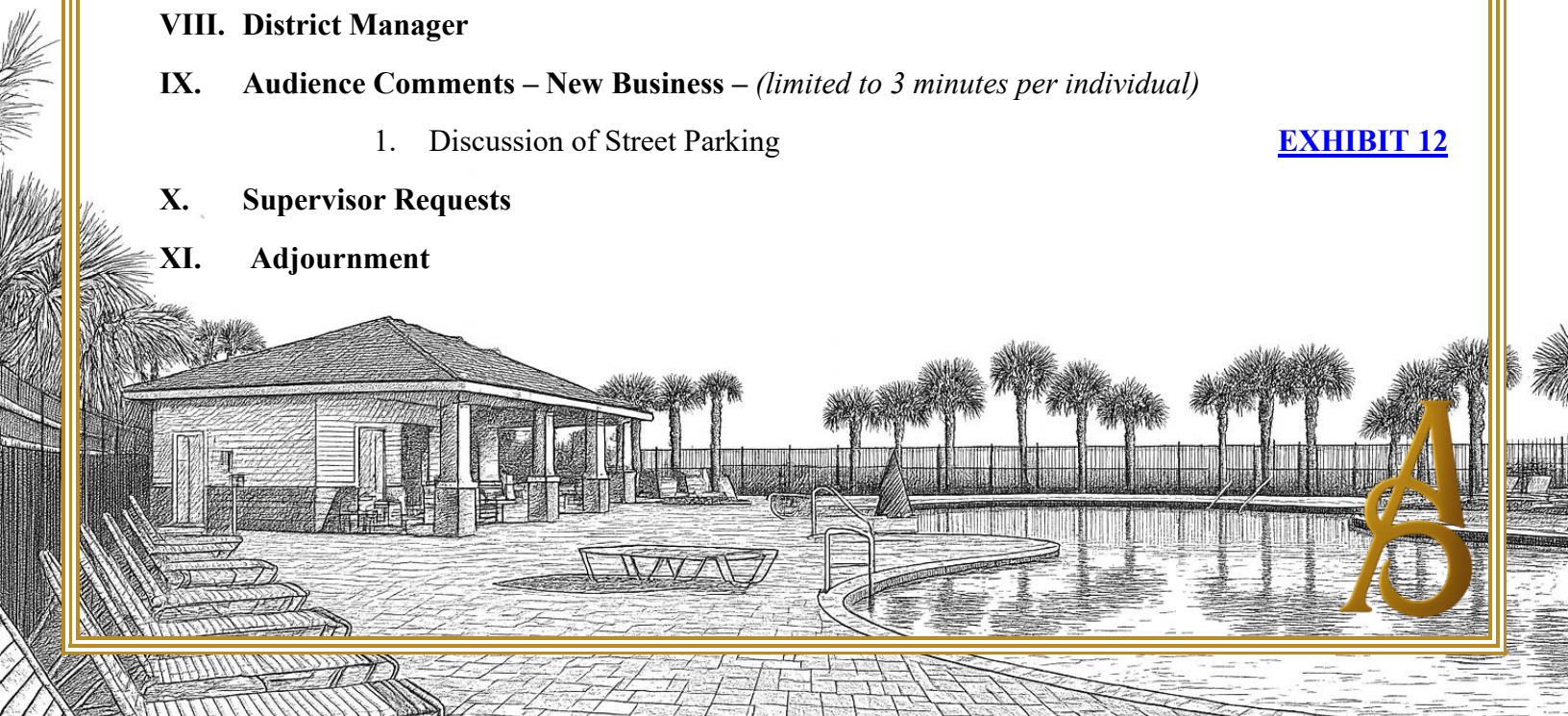


EXHIBIT 1

RETURN TO AGENDA



EXHIBIT 2

RETURN TO AGENDA



ESTIMATE

Advanced Drainage Solutions
P.O. Box 526
Land O Lakes, FL 34639

adsofflorida@gmail.com
+1 (813) 568-2891



Bill to
Highland Meadows II

Estimate details

Estimate no.: 1199
Estimate date: 11/13/2025

Job Site Address: Highland Meadows II

#	Product or service	Description	Qty	Rate	Amount
1.	Services	<p>Scope of Work:</p> <p>We propose to furnish all labor, materials, and equipment necessary to complete the following:</p> <p>1. Excavation & Preparation</p> <ul style="list-style-type: none">• Excavate existing sod and soil within the designated 5 ft. x 6 ft. slab area.• Grade and compact sub-base to ensure proper support. <p>2. Forming & Reinforcement</p> <ul style="list-style-type: none">• Set concrete forms to dimensions of 5 ft. x 6 ft. at a thickness of 6 inches.• Install reinforcement (if specified in project plans). <p>3. Concrete Placement</p> <ul style="list-style-type: none">• Supply and pour 6-inch thick concrete slab.• Finish surface to a smooth, broom-textured finish (or as specified). <p>4. Cleanup & Disposal</p> <ul style="list-style-type: none">• Remove all debris, excavated materials, and formwork.• Haul away and properly dispose of materials off-site. <p>5. Detectable Warning Strip</p> <ul style="list-style-type: none">• Install yellow detectable warning strip in accordance with project plans and ADA standards.	7	\$2,100.00	\$14,700.00

- Strip to be installed at the 2 ft. x 5 ft. section on the street side of the sidewalk.

Exclusions

- Landscaping or restoration outside of the slab area.
- Permits or inspections (unless otherwise agreed upon).

Total	\$14,700.00
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Accepted date

Accepted by

EXHIBIT 3A

RETURN TO AGENDA



ESTIMATE



Good Home Services LLC

2674 Dixie Lane
Kissimmee , FL 34744
Phone: (407) 989-8043
Email: Goodhomeservicesllc@gmail.com

Prepared For

Highland Meadows 2 CDD
1015 Condor Dr
Haines City, FL 33844

Estimate # 410
Date 11/14/2025

Description	Total
Refurbish playground currently at 1015 Condor	\$4,800.00
This is for labor, paint and replacement of plexiglass at a few of the Games on the playground. Repairs are needed at the climbing ladders (possible replacement may be needed) some of the brackets need ground down through corrosion and repaired.	
New swings will be purchased, there are (2) present at one of the fixtures. The double slide, eventhough weathered it is believed that is it repairable. The plastic tire tower will be repaired of possible.. ** there is a possibility it needs replaced , these tire towers are extremely expensive, if repair is not an option it will be removed	

Subtotal	\$4,800.00
Total	\$4,800.00

By signing this document, the customer agrees to the services and conditions outlined in this document. It is to be noted that repairs that require texturing may not exactly match the texture pattern that is currently present. Matching texture patterns can be very difficult, Good Home Services will do its best to match these patterns. We at Good Home Services LLC have the your best interests in mind while performing work and strive make our clients happy.

Highland Meadows 2 CDD

EXHIBIT 3B

RETURN TO AGENDA



ESTIMATE



Good Home Services LLC

2674 Dixie Lane
Kissimmee , FL 34744
Phone: (407) 989-8043
Email: Goodhomeservicesllc@gmail.com

Prepared For

Highland Meadows 2 CDD
1015 Condor Dr
Haines City, FL 33844

Estimate # 395
Date 10/16/2025

Description	Total
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Remove Playground	\$5,500.00
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This is for labor to remove the playground at 1015 Condor.

Good Home Services will remove the structures, and the footings of the playground. The black edging around the playground will be left in place, as well as the mulch and benches that are currently there.

When the structures are removed, staking and caution tape will be placed in the area, Good Home Services will not be liable for adding extra soil to where the footers are removed, but will level out the areas as best we can with what is present.

Some equipment will have to be used to help pull out the footers of the structure and will have to roll over the grass in the area to access the playground, Good Home Services will not be liable for damage to the existing grass surrounding the area.

The structures (as currently known) will be hauled off and disposed of.

Re-locate playground (additional to the removal)	\$850.00
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If the playground is going to be relocated for reinstalling, the structure will be taken down and a set of instructions will be put together as well as all of the hardware will be retained.

The structures will be moved to the new location and left for installation.

It is possible there could be damage to parts from the removal stage of this process, Good Home Services will not be liable to replace these parts, and would have to be replaced under the guidance of a qualified person.

Subtotal	\$6,350.00
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Total	\$6,350.00
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Deposit Due	\$3,175.00
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By signing this document, the customer agrees to the services and conditions outlined in this document. It is to be noted that repairs that require texturing may not exactly match the texture pattern that is currently present. Matching texture patterns can be very difficult, Good Home Services will do its best to match these patterns. We at Good Home Services LLC have the your best interests in mind while performing work and strive make our clients happy.

Highland Meadows 2 CDD

EXHIBIT 4A

RETURN TO AGENDA



AGREEMENT FOR DISTRICT MANAGEMENT SERVICES

THIS AGREEMENT (“Agreement”) is made and effective as of December 16, 2025 (“**Effective Date**”), by and between:

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in Polk County, Florida, with a mailing address of 1415 Bristol Park Pl, Lake Mary, FL 32746 (the “**District**”); and

HAVEN MANAGEMENT SOLUTIONS, LLC, a Florida limited liability company, with offices located at 1415 Bristol Park Pl, Lake Mary, FL 32746 (hereinafter “**Consultant**” and together with the District, the “**Parties**”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development Act of 1980, as codified in Chapter 190, *Florida Statutes* (the “**Act**”), and by ordinance adopted by the Board of County Commissioners of Polk County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure;

WHEREAS, the District wishes to retain an independent contractor to provide professional district management services, all as more particularly described herein and in **Exhibit A**, which is incorporated herein by reference;

WHEREAS, Consultant represents and warrants to the District that it is qualified, capable and willing to provide such services and the District desires to enter into this Agreement with the Consultant for the same; and

WHEREAS, the District and Consultant warrant and agree that they have the right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

SECTION 1. RECITALS. The recitals stated above are true and correct and by this reference are incorporated into and form a material part of this Agreement.

SECTION 2. PURPOSE; SCOPE OF SERVICES: The purpose of this Agreement is for the Consultant to provide professional district management services to the District pursuant to the Act. A brief description of these services is provided below and a detailed description is provided in **Exhibit A** to this Agreement.

A. Standard On-Going District Management Services (“Standard Services”). The Consultant shall provide the following Standard Services to the District pursuant to this Agreement:

1. **Management** – services include the conducting up to 15 board meetings and/or workshops per year, including at least one (1) four (4.0) hour regular board meeting per month, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management;
2. **Administrative** - services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, *Florida Statutes*, and the District’s adopted Rules of Procedure, preparation and delivery of agenda;
3. **Accounting** - services include the preparation and delivery of the District’s financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity;
4. **Assessment Revenue Collection & Reporting** - services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District’s debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.
5. **Field Management Services** – services include oversight of field services maintenance, including managing vendor contracts relating to District facilities and landscape/irrigation maintenance.
6. **Website Administration** - Consultant shall ensure that the District’s website(s) remain in compliance with all applicable Florida law regarding the content and functionality.
7. **Dissemination Agent** - Consultant shall serve as the District’s dissemination agent under any District continuing disclosure agreements.

B. Time Frame. The Standard Services shall be provided on a monthly basis as detailed in this Agreement.

SECTION 3. ADDITIONAL SERVICES. In addition to the Standard Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services described herein or in Exhibit A, or necessary to carry out the services as

described herein, as well as any changes in the scope requested by the District, will be considered additional services (“**Additional Services**”). Additional services must be authorized by the District prior to being provided by Consultant. Such Additional Services may include, but are not limited to:

A. Meetings: Extended meetings (beyond three (4.0) hours in length), continued meetings, special/additional meetings, and/or workshops in excess of the 15 meetings or workshops per year allocated for herein;

B. Financial Reports: modifications and certifications to special assessment allocation report; true-up analysis;

C. Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings

D. Amendment to District boundary;

E. Grant Applications;

F. Escrow Agent;

G. Community Mailings, e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.;

H. Extraordinary public records requests that are extensive in nature, as defined by District’s adopted Rules of Procedure, requiring significant effort to fulfill.

If any Additional Services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant. All Additional Services will remain subject to the terms and conditions of this Agreement.

SECTION 4. LITIGATION SUPPORT SERVICES. Upon the District’s request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Agreement. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.

SECTION 5. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES. These are services requested by third parties such as homeowners, realtors, investors or members of the

media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.

SECTION 6. DISTRICT MANAGER. Throughout the term of this Agreement, Patricia C. Thibault shall serve as the District Manager for the District. If at any time Patricia C. Thibault shall no longer serve as Consultant's District Manager for the District pursuant to this Agreement, Consultant shall consult with the District's Board of Supervisors regarding the succeeding District Manager hereunder. Notwithstanding the prior sentence, both Parties acknowledge that Consultant shall be acting as an independent contractor under this Agreement and any District Manager provided by Consultant, including Patricia C. Thibault, is solely employees of Consultant and not employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise, all as further provided in Section 27 of this Agreement, and that nothing in this Section shall prevent or prohibit Consultant from utilizing other members of its staff to assist and/or support Patricia C. Thibault in carrying out the District Manager duties and obligations.

SECTION 7. TERM. The initial term of this Agreement commences on December 16, 2025, and continue until September 30, 2026 ("**FY 2025 Term**"), unless terminated earlier by either party in accordance with the provisions of this Agreement. This Agreement shall automatically renew for additional one-year terms ("**Renewal Terms**"), unless terminated pursuant to its terms. The Consultant acknowledges that the prices of this Agreement are firm and that the Consultant may change the prices only with the District's written consent, as evidenced by a vote of the District's Board of Supervisors.

SECTION 8. FEES AND EXPENSES; PAYMENT TERMS.

A. Fees and Expenses.

1. A schedule of fees for the services provided pursuant to this Agreement is attached hereto as **Exhibit B** to this Agreement, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services it provides pursuant to this Agreement in accordance with the schedule of fees in **Exhibit B**. For purposes of the Consultant's compensation for services provided pursuant to this Agreement, the District shall compensate the Consultant only for those services provided under the terms of this Agreement.
2. Unless otherwise specified by this Agreement, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this Agreement is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. All invoices shall be due and payable by the District within thirty (30) days from the date of receipt of a correctly submitted invoice or as otherwise provided by the Prompt Payment Act, Chapter 218.70,

Florida Statutes. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.

3. Fees for the first three (3) years (i.e., the Initial Term and two (2) Renewal Terms) of the Standard Services described in this Agreement are set forth in Exhibit B; thereafter, fees for the Standard Services may be negotiated annually by the Parties. Any amendment to Standard Services fees must comply with the amendment procedure in this Agreement and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in Agreement terms.
4. In the event the District authorizes a requested change in the scope of services, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Agreement. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
5. For the purposes of this Agreement, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard Services, as provided in this Agreement. Such out-of-pocket expenses are included in the fees shown in **Exhibit B**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.

B. Payment Terms.

1. **Standard Services.** Standard Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B**.
2. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
3. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
4. **Out-of-Pocket Expenses.** Out-of-Pocket expenses not included under the Standard Services of the Consultant will be billed monthly as incurred.

SECTION 9. SUSPENSION OF SERVICES FOR NON-PAYMENT. Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided pursuant to this Agreement if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70, *Florida Statutes*. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.

SECTION 10. AMENDMENT. Amendments to, and waivers of, the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both the District and the Consultant.

SECTION 11. RESPONSIBILITIES.

A. District Responsibilities. The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the Consultant to perform the duties outlined in this Agreement. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

B. Limitations of Responsibilities. To the extent not referenced herein, and to the extent consistent with Section 190.006, *Florida Statutes*, Consultant shall not be responsible for the acts or omissions of any other Consultant or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Agreement which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

SECTION 12. TERMINATION. This Agreement may be terminated as follows:

A. By the District for "good cause" immediately, which shall include, but is not limited to, misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for "good cause" shall be effected by written (electronic) notice to Consultant. Consultant shall provide sixty (60) days of services for no charge if terminated by the District for "good cause".

B. By the Consultant for "good cause" immediately, which shall include, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Agreement, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for "good cause" shall be effected by written (electronic) notice to District.

C. By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.

D. Upon any termination of this Agreement, the Consultant shall be entitled to payment for all services rendered pursuant to this Agreement up until the effective date of the

termination of this Agreement, subject to whatever claims or off-sets the District may have against the Consultant.

E. Upon a provision of notice of termination by either party, Consultant shall, at no additional cost to the District, take all reasonable and necessary actions to provide for an orderly transfer of the books, records, assets, and funds of the District to the District or its designee, which transfer shall begin immediately or as otherwise directed by the District, in the District's sole discretion. In all circumstances, Consultant shall comply with the obligations contained in subsections 119.021(4), Florida Statutes as may be amended from time to time. The Consultant's obligation to transfer the District's books, records, funds, and assets shall survive the termination of this Agreement.

SECTION 13. GENERAL TERMS AND CONDITIONS.

A. The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant's activities and work pursuant to the Agreement within twenty-four hours (24) hours.

B. Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

SECTION 14. APPLICABLE LAW AND VENUE. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA WITHOUT REFERENCE TO THE PRINCIPLES OF CONFLICT OF LAWS. EXCEPT FOR ACTIONS SEEKING INJUNCTIVE RELIEF (WHICH MAY BE BROUGHT IN ANY APPROPRIATE JURISDICTION), SUITS UNDER THIS AGREEMENT SHALL ONLY BE BROUGHT IN A COURT OF COMPETENT JURISDICTION IN THE COUNTY OF POLK, STATE OF FLORIDA. THIS CHOICE OF VENUE IS INTENDED BY THE PARTIES TO BE MANDATORY AND NOT PERMISSIVE IN NATURE, AND TO PRECLUDE THE POSSIBILITY OF LITIGATION BETWEEN THE PARTIES WITH RESPECT TO, OR ARISING OUT OF, THIS AGREEMENT IN ANY JURISDICTION OTHER THAN THAT SPECIFIED IN THIS SECTION. EACH PARTY WAIVES ANY RIGHT IT MAY HAVE TO ASSERT THE DOCTRINE OF FORUM NON CONVENIENS OR SIMILAR DOCTRINE OR TO OBJECT TO VENUE WITH RESPECT TO ANY PROCEEDING BROUGHT IN ACCORDANCE WITH THIS SECTION.

SECTION 15. INDEMNIFICATION.

A. District Indemnification. To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, *Florida Statutes*), except to the extent caused by the negligence, reckless, and/or willful misconduct of the Consultant, the District agrees to indemnify, defend, and hold harmless the Consultant and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses,

including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement.

B. Consultant Indemnification. The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement. Additionally, nothing in this Agreement requires Consultant to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Consultant as jointly liable parties; however, Consultant shall indemnify the District for any and all percentage of fault attributable to Consultant for claims against the District, regardless of whether the District is adjudged to be more or less than 50% at fault.

C. Sovereign Immunity; Indemnification Obligations. Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, *Florida Statutes*, or other applicable law. Indemnification obligations under this Agreement shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments as ordered.

SECTION 16. INSURANCE.

A. The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Agreement.

B. The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Agreement:

1. Worker's Compensation Insurance in accordance with the laws of the State of Florida.
2. General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
3. Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.

4. Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
5. Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).

C. Except with respect to Professional Liability and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this Agreement (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

D. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so) to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

SECTION 17. ASSIGNMENT. Neither the District nor the Consultant may assign this Agreement or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

SECTION 18. COMPLIANCE WITH PUBLIC RECORDS LAWS. Consultant understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Consultant acknowledges that the designated public records custodian for the District is **Patricia Thibault** ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*, and the District's Rules of Procedure; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the District's Records Request Policy; and 5) upon completion of the Agreement, transfer to the District or its designee, at no cost, all public records in Consultant's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt

from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Office products, Adobe PDF formats, or the other information technology systems of the District.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT _____, OR BY EMAIL AT _____, OR BY REGULAR MAIL AT 1415 BRISTOL PARK PL, LAKE MARY, FLORIDA 32746.

SECTION 19. NOTICES. All notices, requests, consents and other communications under this Agreement (“**Notices**”) shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

If to the District: Highland Meadows II Community Development District
c/o Haven Management Solutions, LLC
1415 Bristol Park Pl
Lake Mary, Florida 32746
Attn: District Manager

With a copy to: Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301
Attn: District Counsel
Email: Kyle.Magee@KutakRock.com

If to the Consultant: Haven Management Solutions, LLC
1415 Bristol Park Pl
Lake Mary, Florida 32746
Attn: Patricia Thibault
Email: _____

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States Government shall not be regarded as business days. Counsel for the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change

in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

SECTION 20. EFFECTIVE DATE. This Agreement shall become effective as of the Effective Date first written above and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Agreement.

SECTION 21. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 22. AGREEMENT; CONFLICTS. This instrument, together with accompanying **Exhibits A and B**, shall constitute the final and complete expression of this Agreement between the District and the Consultant relating to the subject matter of this Agreement. To the extent of any conflict between this instrument and **Exhibits A and B** this instrument shall control.

SECTION 23. ENFORCEMENT OF AGREEMENT; PROTECTION AGAINST THIRD-PARTY INTERFERENCE. A default by either the District or the Consultant under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. In the event that either the District or the Consultant is required to enforce this Agreement by court proceedings or otherwise, then the prevailing Party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third-party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third-party to this Agreement.

SECTION 24. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.

SECTION 25. COMPLIANCE WITH GOVERNMENTAL REGULATION. The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Consultant or any of its agents, servants, employees, or materialmen, or with

respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

SECTION 26. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

SECTION 27. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, the Consultant shall be acting as an independent contractor. Neither the Consultant nor employees of the Consultant are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Consultant agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Consultant in the performance of this Agreement. The Consultant shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Consultant shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

SECTION 28. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 29. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties each intend to enter this Agreement, understand the terms set forth herein, hereby agree to those terms, and have executed this Agreement on the Effective Date first written above.

ATTEST:

**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson / Vice Chairperson,
Board of Supervisors

WITNESS:

**HAVEN MANAGEMENT SOLUTIONS,
LLC**

(Print Name)

By: _____

Its: _____

Exhibit A: Scope of Services
Exhibit B: Schedule of Fees

Exhibit A: Scope of Services

Exhibit B – Schedule of Fees



Haven Management Solutions - Sample Scope of Services - Exhibit A



DISTRICT MANAGEMENT – SCOPE OF SERVICES

MANAGEMENT

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Bid proposal should be based on twelve (12) meetings per year plus one (1) budget workshop for a total of thirteen (13) meetings, each 4 hours in length
- C. Ensure compliance with all statutes affecting the district.
- D. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

ADMINISTRATIVE

- A. Agenda Preparation, record keeping in accordance with Florida law, prepare accurate meeting minutes, filing of records/reports with local/state agencies including the Florida Commission on Ethics, provide administrative support services to the District Manager
- B. Prepare and publish all meeting and workshop notices
- C. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy
- D. Tablets/electronic device for Supervisors use at meetings

ACCOUNTING

- A. Monthly accounts payable, construction and capital program accounting, monthly production of Unaudited Financial Statements, Filing the Annual Financial Report, Filing the Annual Independent Audit, and other usual and customary accounting services required of CDD's
- B. Budget preparation shall include calculation of operation and maintenance assessments

ASSESSMENT ADMINISTRATION SERVICES

- A. Assessment Roll Preparation and Re-amortization schedule, preparing of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing
- B. Estoppel letters, bond payoff information and other collection related work shall be provided to property owner and realtors. Estoppels will be billed at state approved levels

DISSEMINATION AGENT SERVICES

- A. Payment made annually in the month of October each year.
- B. Providing the ongoing disclosure requirements and duties listed in the agreements of all series of Bonds issued by the District, facilitating the District's compliance with the Securities and Exchange Commission's Rule 15c2-12(b)(5).

ADDITIONAL SERVICES

Additional District Meetings – proposed hourly fee to be charged for each hour past the initial 4-hour meeting timeframe included in the scope of services.

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

FIELD MANAGEMENT – SCOPE OF SERVICES

Field Management

Oversight of vendors, submitting one (1) written monthly Field Services Report, to be included in the Board meeting agenda.

Conduct FOUR site visits per month for the purpose of inspecting landscape and pond maintenance in accordance with District's agreements and meeting with District vendors and contractors.

Attend monthly Board meetings, including in person at the request of the Board, to review the monthly Field Services Report with the Board.

Execute the direction from Board meetings related to Field Services, including soliciting proposals, and coordinating field services work.

.



Haven Management Solutions – Schedule of Fees

Exhibit B



Haven Management Solutions – Schedule of Fees

Fee Schedule & Pricing Overview - District Management - No Increase In Pricing for Three Years

No Increase in Pricing from Prior District Management

TASK	DETAIL	PRICING		
		Year 1	Year 2	Year 3
	Management	\$ 51,800	\$ 51,800	\$ 51,800
	Assessment Administration	\$ 5,200	\$ 5,200	\$ 5,200
	Dissemination Agent	\$ 7,000	\$ 7,000	\$ 7,000
	Field Management	\$ 12,000	\$ 12,000	\$ 12,000
	ANNUAL TOTAL	\$ 76,000	\$ 76,000	\$ 76,000
	MONTHLY FEE	\$ 6,333	\$ 6,333	\$ 6,333
ADDITIONAL SERVICES				
District Management - Hourly Rate for				
additional district meetings or meetings over 4 hours		\$ 125	\$ 125	\$ 125
Field Services Includes (2) On-Sight Vists Per Month				

EXHIBIT 4B

RETURN TO AGENDA



RESOLUTION 2026-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT
DESIGNATING CERTAIN OFFICERS OF THE DISTRICT AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Highland Meadows II Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors of the District (the “Board”) desires to designate certain Officers of the District.

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

SECTION 1. The following persons are appointed to the offices shown:

Chairperson	<u>Deborah Galbraith</u>
Vice Chairperson	<u>Marilyn Colon-Arce</u>
Secretary	<u>Patricia Thibault</u>
Assistant Secretary	<u>Kristen Anderson</u>
Assistant Secretary	<u>Mario Munoz</u>
Assistant Secretary	<u>Joellen DiBranco</u>
Assistant Secretary	_____
Assistant Secretary	_____
Treasurer	<u>Patricia Thibault</u>
Assistant Treasurer	<u>Austin Comings</u>

SECTION 2. This Resolution supersedes any prior appointments made by the Board. This Resolution shall become effective December 16th, 2025.

PASSED AND ADOPTED this 15th day of December, 2025.

ATTEST:

**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT 4C

RETURN TO AGENDA



RESOLUTION 2026-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT DIRECTING THE DISTRICT MANAGER TO ESTABLISH A LOCAL BANK ACCOUNT AND APPOINT SIGNORS ON THE ACCOUNT; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the District's Board of Supervisors desires to establish a local bank account for the District and appoint Patricia Thibault and Austin Comings and _____ as signors on the account.

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

1. **DESIGNATING AUTHORIZED SIGNATORIES.** The District Manager is directed to establish a local bank account at South State Bank for the District. Patricia Thibault and Austin Comings and _____ shall be appointed as signors on the account.

2. **EFFECTIVE DATE.** This Resolution shall take effect December 16, 2025 and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 15th day of December, 2025.

ATTEST:

**HIGHLAND MEADOWS II COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of
Supervisors

EXHIBIT 4D

[RETURN TO AGENDA](#)



RESOLUTION 2026-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT
DESIGNATING THE DISSEMINATION AGENT OF THE DISTRICT
AND PROVIDING AN EFFECTIVE DATE**

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

WHEREAS, the District previously entered those certain Continuing Disclosure Agreements, dated October 30, 2014, February 16, 2016, March 29, 2017, September 29, 2017 and December 16, 2019 (together, the “CDA”), which contemplate that the District may appoint a Dissemination Agent by filing a written copy of such appointment with the Trustee (as defined in the CDA) and upon written acceptance of such designation by the appointed Dissemination Agent; and

WHEREAS, the Board desires to appoint and remove its Dissemination Agent under the CDA.

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

SECTION 1. Haven Management Solutions, LLC is hereby appointed as Dissemination Agent under the CDA effective December 16, 2025. This appointment supersedes any appointments of Dissemination Agent made by the Board prior to December 16, 2025. Evidence of acceptance by Anchor Stone Management, LLC of such appointment is provided in that certain *Agreement for District Management Services* between the District and Haven Management Solutions, LLC, a copy of which can be requested from the District.

SECTION 2. This Resolution shall take effect on December 16, 2025.

PASSED AND ADOPTED this 15th day of December 2025.

ATTEST:

**HIGHLAND MEADOWS II COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT 5A

RETURN TO AGENDA



Anchor Stone Management

Monthly Maintenance Inspection Report

Area: Pool / PlaygroundMonth: November

Landscape Inspection Items	Score	Max Points Allowed	Points allocated	Notes
Turf - Mow, Hard Edge, & Blow		10	8	
Turf Mow - Pond Banks - No Grass Clumping or Rutting. Mowed on Schedule		10	10	No Ponds
Turf Fertility - Bahia - Naturally dormant (brown) in the winter. Color & Growth Density		15	10	
Turf Fertility - Non Bahia - Color and Growth Density		15	10	
Turf Areas - Weed Control		10	9	
Bed Weed Control		10	7	
Shrub & Plant Pruning & Shape - Deadheading & Appearance		10	9	
Shrub Fertility & Vitality		10	8	
Debris & Trash Management		10	9	
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% : 80 or lower	80%	100	80	
Other Landscape Maintenance Items Based on Contract Terms				Notes
Turf Fertilizer & Pesticide Management - Applied Pursuant to Months Cited in Contract Terms		10	10	
Plant Material Fertilization Management - Applied Pursuant to Contract Terms		10	10	
Tree Pruning - Trees Lifted in Accordance with Contract terms - 10' to 12"		10	10	
Reporting Requirements & District Receipt - Based on Contract Terms		20	10	Only receiving irrigation reports, not landscape
Total Points Other Landscape Items - Failure is at 90%: 45 or lower	80%	50	40	
Other Landscape Supplemental Items				Notes
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule		10	7	
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule		10	9	
Total Points Other Landscape Supplemental Items- Failure is at 80%:16 or below	80%	20	16	
Pond Inspection Items		Max Points Allowed	Points allocated	
Pond Algae & Growth - Check for the presence of spkerush, torpedo grass and pennywort.				
Arrowhead is good plant material		50	50	NA
Pond Debris & Trash in Pond and On Pond Bank		50	50	NA
Total Points Pond Inspection- Failure is at 80%:80 or below	100%	100	100	
Clubhouse & Amenity Center Inspections				
All bathroom toilet bowls are clean		10	10	
All bathroom Soap and Paper Towel Dispensers are Reasonably Full		10	10	
Bathroom Floors Are Clean		10	10	
All Paper Waste Has Been Thrown Out and Minimum Amount Remains		10	10	
If On Site Staff - Does Pool Furniture Look Wiped Down		10	10	
No Ant Beds Present		10	8	
Pool Appears to Be Cleaned		10	8	
Pool Maintenance Logs are Present		10	10	
Outside Restroom Area Trash Receptacles Appear to be Emptied Regularly		10	10	
Pet Waste Stations at the Amenity Center have Waste Station Bags and Appear to Empties Regularily		10	10	
Total Points Amenity Center Inspection. Failure is at 80%		100	96	

EXHIBIT 5B

[RETURN TO AGENDA](#)



EXHIBIT 5C

RETURN TO AGENDA



ESTIMATE

Cooper Pools Inc CPC1459240
4850 Allen Rd PMB 13
Zephyrhills, FL 33541-3551

info@cooperpoolsinc.com
+1 (844) 766-5256



Cleaning Commercial Acct:Anchor Stone Management LLC:Highland Meadows II

Bill to
Highland Meadows II
255 Primera Blvd Suite 160
Lake City, FL 32746

Ship to
Highland Meadows II
1015 Condor Dr
Haines City, FL 33844

Estimate details Technician: Hunter
Estimate no.: 2025-619
Estimate date: 12/02/2025
Expiration date: 01/02/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		US Motors 10HP 208-230/460V 3PH 213JMZ ODP EQ SERIES MOTOR	US Motors 10HP 208-230/460V 3PH 213JMZ ODP EQ SERIES MOTOR INCLUDES PARTS AND LABOR	1	\$3,120.00	\$3,120.00
Total						\$3,120.00
Expiry date						01/02/2026

Accepted date Accepted by

EXHIBIT 6

RETURN TO AGENDA



Highland Meadows II Community Development District

**Summary Financial Statements
(Unaudited)**

November 30, 2025

**Highland Meadows II
Balance Sheet
November 30, 2025**

	General Fund	Reserve Fund	Debt Service Funds	Capital Project Funds	Total
1 Assets:					
2 Cash - Operating Account BU	\$ -	\$ -	\$ -	\$ -	\$ -
3 Cash - Money Market Account	315,026	506,384	-	-	821,410
4 Cash - Money Market Account-Restricted Cash	-	-	-	-	-
5 Cash - Operating Account South State	86,786	-	-	-	86,786
6 Cash - Reserve Fund					
7 Investments:					
8 Revenue Trust Fund	-	-	591,531	-	591,531
9 Interest Fund	-	-	-	-	-
10 Debt Service Reserve Fund	-	-	718,250	-	718,250
11 Prepayment Fund	-	-	1,620	-	1,620
12 Optional Redemption	-	-	10	-	10
13 Acquisition and Construction	-	-	-	497,177	497,177
13 On Roll Assessments Receivable	1,023,189	-	1,193,471	-	2,216,660
14 Accounts Receivable	-	-	-	-	-
15 Due from Other Funds	-	-	-	-	-
16 Due from General Fund	-	-	32,265	15,818	48,083
16 Deposits	2,390	-	-	-	2,390
17 Prepaid Items	13,724	-	-	-	13,724
18 Total Assets	\$ 1,441,116	\$ 506,384	\$ 2,537,146	\$ 512,995	\$ 4,997,640
19 Liabilities:					
20 Accounts Payable	\$ 8,849	\$ -	\$ -	\$ -	\$ 8,849
21 Sales Tax Payable	10	-	-	-	10
22 Accrued Payable	-	-	-	-	-
23 Deferred Revenue	1,023,189	-	1,193,471	-	2,216,660
24 Due to Capital Projects	15,818	-	-	-	15,818
25 Due to Debt Service	32,265	-	-	-	32,265
26 Due to Reserve Fund	-	-	-	-	-
27 Fund Balance:					
28 Non-Spendable:	16,114	-	-	-	16,114
29 Assigned	-	506,384	-	-	506,384
30 Unassigned	239,076	-	-	-	239,076
31 Assigned - Two Months Operating Expenditures	141,338	-	-	-	141,338
32 Assigned - Asset Emergency Reserves	50,000	-	-	-	50,000
33 Assigned - FY25 Budgeted Capital Projects	46,674	-	-	-	46,674
34 Restricted	-	-	1,343,675	512,995	1,856,670
35 Net Change in Fund Balance	(132,216)	-	-	-	(132,216)
35 Total Liabilities & Fund Balance	\$ 1,441,116	\$ 506,384	\$ 2,537,146	\$ 512,995	\$ 4,997,640

Highland Meadows II
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through November 30, 2025

	Adopted Budget	Budget Year to Date	Actual Year to Date	Variance (Over)/Under Budget
1 Revenues:				
2 Special Assessments	\$ 1,048,025	\$ 104,803	\$ 24,837	\$ (79,965)
3 Interest Income	-	-	4,828	4,828
4 Miscellaneous Revenue	-	-	761	761
5 Fund Balance Forward	10,000	-	-	-
6 Total Revenues	1,058,025	104,803	30,427	(74,376)
7 Expenditures:				
8 Financial & Administrative				
9 Supervisor Compensation	24,000	4,000	1,800	2,200
10 District Management	51,800	8,633	8,633	0
11 District Engineer	20,000	3,333	-	3,333
12 Dissemination Agent	7,000	1,167	1,167	0
13 Trustee Fees	26,787	4,465	-	4,465
17 Dues, Licenses & Fees	175	175	175	-
14 Auditing Services	4,000	667	-	667
15 Arbitrage Rebate Calculation	2,700	450	-	450
16 Public Officials Liability Insurance	3,214	3,214	-	3,214
17 Legal Advertising	3,000	500	-	500
18 Website Hosting, Maintenance & Backup	2,015	336	-	336
19 Miscellaneous Fees	-	-	205	(205)
20 Tax Collector/Property Appraiser Fee	22,027	22,027	24,154	(2,127)
21 Postage & Delivery	1,000	167	-	167
22 Assessment Roll	5,200	867	867	(0)
23 Administrative Contingency	6,500	1,083	-	1,083
24 District Counsel	40,000	6,667	3,746	2,921
25 Total Financial & Administrative	219,418	57,750	40,746	17,004
26 Security Operations				
27 Security Services & Patrol	55,000	9,167	12,360	(3,193)
28 Access Control Maintenance & Repair	5,000	833	835	(2)
29 Total Security Operations	60,000	10,000	13,195	(3,195)
30 Utilities				
31 Utility Services	28,000	4,667	259	4,408
32 Utility - Streetlights	70,000	11,667	6,774	4,892
33 Utility Services	6,000	1,000	592	408
34 Total Utilities	104,000	17,333	7,625	9,708

Highland Meadows II
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through November 30, 2025

35 Other Physical Environment				
36 Property Insurance	36,000	36,000	33,245	2,755
37 General Liability Insurance	3,625	3,625	3,397	228
38 Landscape Maintenance	192,000	32,000	32,208	(208)
39 Irrigation Maintenance and Repair	16,000	2,667	498	2,169
40 Landscape - Fertilizer	36,000	6,000	-	6,000
41 Landscape Replacement Plants & Shrubs	30,000	5,000	-	5,000
42 Miscellaneous Expenditure	5,000	833	1,200	(367)
43 Maintenance Repairs	11,976	1,996	7,861	(5,865)
44 Sidewalk Maintenance & Repair	8,000	1,333	-	1,333
45 Capital Projects	15,000	2,500	-	2,500
46 Field Services	12,000	2,000	2,000	-
47 Total Other Physical Environment	365,601	91,954	80,409	13,545
48 Parks & Recreation				
49 Pool Services Contract	63,600	10,600	10,036	564
50 Amenity Facility Janitorial Service Contract	21,600	3,600	4,400	(800)
51 Telephone, Internet, Cable	3,000	500	380	120
52 Maintenance & Repairs	13,807	2,301	424	1,877
53 Pest Control & Termite Bond	1,500	250	208	42
54 Miscellaneous Expenditure	5,000	833	5,220	(4,387)
55 Office Supplies	500	83	-	83
56 Total Parks & Recreation	109,007	18,168	20,668	(2,500)
57 Total Expenditures before other financing sources (uses)	858,026	195,205	162,643	34,562
58 Other Financing Sources (Uses)				
59 Increase in Asset Reserves	200,000	-	-	-
60 Increase in Emergency Reserves	-	-	-	-
61 Interfund Transfer In	-	-	-	-
62 Interfund Transfer Out	-	-	-	-
63 Total Other Financing Sources (Uses)	200,000	-	-	-
64 Excess Expenditures Over (Under) Revenues	-	(90,403)	(132,216)	(39,814)
65 Fund Balance - Beginning			493,202	
Increase In Emergency Reserves			-	
Decrease in Fund Balance Forward			-	
66 Fund Balance - Ending			\$ 360,985	

Highland Meadows II
Capital Reserve Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through November 30, 2025

	Adopted Budget	Actual Year to Date
1 <u>Revenues:</u>		
2 Interest Earnings	\$ -	\$ -
3 Total Revenues	-	-
4 <u>Expenditures:</u>		
5 Capital Reserves Miscellaneous	-	
6 Total Expenditures before other souces (uses)	-	-
7 Excess Expenditures Over (Under) Revenues	-	-
8 <u>Other Sources (Uses)</u>		
9 Transfer In from General Fund	-	-
10 Transfer out to General Fund		-
11 Total Other Sources (Uses)	-	-
12 Fund Balance - Beginning	-	506,384
13 Fund Balance - Ending	-	\$ 506,383.57

Highland Meadows II
Debt Service Funds
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through November 30, 2025

	Adopted Budget	Actual Year to Date
1 <u>Revenues:</u>		
2 Special Assessments	\$ 1,222,442	\$ 28,971
3 Interest	-	12,397
4 Total Revenues	1,222,442	41,368
5 <u>Expenditures:</u>		
6 Administrative		
7 Debt Service Obligation	1,222,442	697,933
8 Total Administrative	1,222,442	697,933
9 Total Expenditures before other sources (uses)	1,222,442	697,933
10 Excess Expenditures Over (Under) Revenues	-	(656,564)
11 Other Sources (Uses)		
12 Transfer In	-	0
13 Transfer Out	-	
14 Total Other Sources (Uses)	-	-
15 Fund Balance - Beginning		2,000,239
16 Fund Balance - Ending	-	\$ 1,343,676.05

**Highland Meadows II
Capital Project Funds
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through November 30, 2025**

	Adopted Budget	Actual Year to Date
1 <u>Revenues:</u>		
2 Interest	-	\$ 3,711.65
3 Total Revenues	-	3,712
4 <u>Expenditures:</u>		
5 Requisition Expense	-	111,918
6 Total Administrative	-	111,918
7 Total Expenditures before other souces (uses)	-	111,918
8 Excess Expenditures Over (Under) Revenues	-	(108,207)
9 Other Sources (Uses)		
10 Transfer In	-	
11 Transfer Out	-	-
12 Total Other Sources (Uses)	-	-
13 Fund Balance - Beginning		621,202
14 Fund Balance - Ending	-	\$ 512,994.24

Highland Meadows II
Check Register
November 30, 2025

Balance per Bank Statement	\$	149,170.33
Plus: Deposits in Transit		-
		-
Less: Outstanding Checks		(62,384.31)
	\$	86,786.02

Beginning Balance	\$	38,765.23
Receipts		128,808.01
Disbursements		(80,787.22)
<i>Balance per Book</i>	\$	86,786.02

**Highland Meadows II
Check Register
FY2026**

Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
9/30/25			Beginning Balance	\$ -	\$ -	\$ 5,187.99
10/1/25		5100 Anchor Stone Management, LLC	Management Fee		6,333.33	(1,145.34)
10/1/25		5101 PEREZ-CALHOUN LAW FIRM, P.A.	District Counsel		9,130.00	(10,275.34)
10/1/25			Funds Transfer	50,000.00		39,724.66
10/1/25		5102 ECS INTEGRATIONS LLC	camera mgmt		280.00	39,444.66
10/1/25		5103 ECS INTEGRATIONS LLC	access control		555.00	38,889.66
10/1/25		5104 Prince & Sons Inc	Oct Landscape Maint		16,000.00	22,889.66
10/1/25		5105 Cooper Pools	Monthly Pool Maint		4,600.00	18,289.66
10/1/25		5106 JCS Investigations	Security		6,140.00	12,149.66
10/2/25	10025ach	Duke Energy	600 Eaglecrest Dr, 8/9-9/25		32.48	12,117.18
10/2/25	10025ach2	Duke Energy	2901 N 10th St Well, 8/9-9/25		32.48	12,084.70
10/2/25	1002525ach	Duke Energy	2901 N 10th St Entry, 8/9-9/25		32.50	12,052.20
10/2/25			Funds Transfer	100,000.00		112,052.20
10/2/25		5110 Advanced Drainage Solutions	Repairs/Maint		4,200.00	107,852.20
10/3/25			Deposit	761.24		108,613.44
10/7/25		5112 Southern Green Residential & Com Cleaning	Pool Bathroom maint		2,200.00	106,413.44
10/8/25		5113 Prince & Sons Inc	Irrigation Repair		733.22	105,680.22
10/9/25			Service Charge		4.88	105,675.34
10/10/25		5114 Good Home Services, LLC	Replace lightbulbs in restrooms		250.00	105,425.34
10/10/25		5123 Danielle Fence	repair work-fence		5,725.00	99,700.34
10/13/25		5116 Orkin	Pest Control-Monthly		104.00	99,596.34
10/14/25		5115 Advanced Drainage Solutions	Repairs/Maint		39,150.00	60,446.34
10/15/25		5117 POLK COUNTY PROPERTY APPRAISER	Property Appraiser		24,153.91	36,292.43
10/15/25		5118 Mele Environmental Services LLC	Bush Hogging Services		1,200.00	35,092.43
10/15/25		10/15/25 Florida Dept of Economic Opportunity	Special District Filling Fee. FY 2026		175.00	34,917.43
10/17/25	101725ach	Duke Energy	541 Pheasant Dr Entry Lighting, 8/26-9/26		26.24	34,891.19
10/17/25	101725ach	Duke Energy	1015 Condor Dr, 8/26-9/24		1,295.23	33,595.96
10/20/25		5119 Shamrock First Baptist Church	Meeting Space		100.00	33,495.96
10/20/25		5120 Danielle Fence	take down/removal 24" danamaged almond		1,602.00	31,893.96
10/20/25		5121 House Doctors	Malfunction valve for urinal		424.45	31,469.51
10/20/25		10/20/25 Bright House Networks	1015 Condor Dr. Haines City, FL. 33844, Oct		190.00	31,279.51
10/21/25	102125ach	Duke Energy	0 PATTERSON RD Lite 8/29-9/29		842.93	30,436.58
10/22/25		5122 Good Home Services, LLC	Fence removal		1,020.00	29,416.58
10/23/25			Funds Transfer	50,000.00		79,416.58
10/23/25		5124 Egis Insurance Advisors LLC	Policy 100125206		36,642.00	42,774.58
10/26/25		5125 Deborah Galbraith	10-23-25 BOS MTG		200.00	42,574.58
10/26/25		5126 Kristen Anderson	10-23-25 BOS MTG		200.00	42,374.58
10/26/25		5127 Mario Munoz	10-23-25 BOS MTG		200.00	42,174.58
10/26/25		5128 Marilyn Colon Arce	10-23-25 BOS MTG		200.00	41,974.58
10/26/25		5129 Joellen Dibrango	10-23-25 BOS MTG		200.00	41,774.58
10/26/25		5130 Cooper Pools	Pool Repairs/Maint		688.00	41,086.58
10/26/25		5131 Cooper Pools	Pool Repairs/Maint		99.45	40,987.13
10/27/25	102725ach	Duke Energy	00 PATTERSON RD 9/5-10/3		280.95	40,706.18
10/28/25		5136 Stivender Surveying, Inc.	Wall Stakeout		1,545.00	39,161.18
10/28/25		5137 Prince & Sons Inc	Irrigation Repair		497.74	38,663.44
10/28/25		5133 Good Home Services, LLC	repairs/maint		310.00	38,353.44
10/28/25		5134 Good Home Services, LLC	repairs/maint		215.00	38,138.44
10/28/25		5140 Good Home Services, LLC	repairs/maint		200.00	37,938.44
10/28/25	102825ach	Duke Energy	0000 PATTERSON RD 9/6-10/6		166.11	37,772.33
10/28/25	102825ach	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL 9/6-10/6		388.90	37,383.43
10/28/25	102825ach2	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2A 09/6-10/6		425.45	36,957.98
10/28/25	102825ach	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2A 9-6-10-6		604.46	36,353.52
10/28/25	102825ach3	Duke Energy	000 OLSEN RD, LITE HGH MDW PH3 SL 9/6-10/6		702.83	35,650.69
10/28/25	102825ach4	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL 9/6-10/6		1,148.37	34,502.32

**Highland Meadows II
Check Register
FY2026**

Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
10/29/25		5132 Good Home Services, LLC	repairs/maint		165.00	34,337.32
10/29/25	102925ach	Duke Energy	1000 DUNLIN ST. SIGN A 9/6-10/6		24.17	34,313.15
10/30/25		5139 Good Home Services, LLC	repairs/maint		485.00	33,828.15
10/30/25	103025ach	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2B		584.03	33,244.12
10/30/25	051		To book FY 2025 excess fees received	5,521.11		38,765.23
10/31/25				206,282.35	172,705.11	38,765.23
11/1/25	110125ach	CITY OF DAVENPORT	Reference: 3 Highland Meadows Phase 3 Park, 9-5-10/4/25		19.54	38,745.69
11/1/25	110125ach2	CITY OF DAVENPORT	1019 Condor Dr Pool (9/5-10/4/25)		107.57	38,638.12
11/1/25	110125ach3	CITY OF DAVENPORT	1015 Condor Dr Cabana (9/5-10/4/25)		144.37	38,493.75
11/1/25	110125ach4	CITY OF DAVENPORT	3001 Golden Eagle Way (9/5-10/4/25)		42.82	38,450.93
11/3/25		5141 Cooper Pools	Monhtly Pool Maint		4,600.00	33,850.93
11/3/25		5142 JCS Investigations	Security		6,220.00	27,630.93
11/3/25		5143 Anchor Stone Management, LLC	Management Fee		6,333.33	21,297.60
11/3/25	110325ACH	Duke Energy	990 Condor Dr Entry, ENTRANCE LIGHTS		26.19	21,271.41
11/3/25	110325ACH2	Duke Energy	2901 N 10th St Well,		32.49	21,238.92
11/3/25	110325ACH3	Duke Energy	600 Eaglecrest Dr,		32.49	21,206.43
11/3/25	110325ACH4	Duke Energy	2901 N 10th St Entry,		32.49	21,173.94
11/3/25	110325ACH5	Duke Energy	3950 N 10th St,		26.41	21,147.53
11/3/25	110325ACH7	Duke Energy	1200 Patterson Rd Lite, For service		26.19	21,121.34
11/3/25		11/3/25 Duke Energy	Reference: 108 Tanager St, Irrigation, 7/9-8/7/25		26.21	21,095.13
11/4/25			Funds Transfer	75,000.00		96,095.13
11/4/25		5144 Good Home Services, LLC	<Monument lighting		570.00	95,525.13
11/5/25		5146 Orkin	Pest Control-Monthly		104.00	95,421.13
11/7/25		5145 Good Home Services, LLC	repairs/maint		165.00	95,256.13
11/10/25		5147 Mele Environmental Services LLC	landscape monthly		16,208.33	79,047.80
11/10/25		5148 Good Home Services, LLC	remove broken metal bench		245.00	78,802.80
11/10/25		5149 Orkin	Pest Control-Monthly		104.00	78,698.80
11/10/25		5150 Shamrock First Baptist Church	Meeting Space October		100.00	78,598.80
11/10/25			Deposit	5,488.97		84,087.77
11/11/25		5151 Cooper Pools	Pool Repairs/Maint		48.13	84,039.64
11/11/25		5152 Kutak Rock LLP	Legal Services		3,745.50	80,294.14
11/11/25		5153 Kutak Rock LLP	Legal Services		4,412.00	75,882.14
11/11/25		5154 Danielle Fence	remaining blance		534.00	75,348.14
11/14/25			Deposit	1,515.46		76,863.60
11/17/25		5155 KIMLEY-HORN AND ASSOCIATES, INC.	Svcs through 4/30/25		2,107.69	74,755.91
11/17/25		5156 Southern Green Residential & Com Cleaning	Pool Bathroom maint		2,200.00	72,555.91
11/19/25		11/19/25 Bright House Networks	1015 Condor Dr. Haines City, FL. 33844, Nov		190.00	72,365.91
11/19/25	111925ACH	Duke Energy	541 Pheasant Dr Entry Lighting,		32.49	72,333.42
11/19/25	111925ACH2	Duke Energy	1015 Condor Dr,		1,630.46	70,702.96
11/21/25			Deposit	25,532.91		96,235.87
11/21/25	112125ACH	Duke Energy	0 PATTERSON RD Lite		842.93	95,392.94
11/23/25		5157 Stantec Consulting Services Inc	Engineering Services Period Ending 9.30.25		19,988.54	75,404.40
11/23/25		5158 Business Observer	Notice of special mtg		61.25	75,343.15
11/23/25		5159 Business Observer	notice of special mtg		41.56	75,301.59
11/23/25		5160 Kai Connected LLC	district mgt svcs/field svcs		8,549.68	66,751.91
11/23/25		5161 Deborah Galbraith	111825 bos mtg		200.00	66,551.91
11/23/25		5162 Kristen Anderson	bos mtg 111825		200.00	66,351.91
11/23/25		5163 Mario Munoz	111825 BOS MTG		200.00	66,151.91
11/23/25		5164 Marilyn Colon Arce	111825 BOS MTG		200.00	65,951.91
11/23/25		5165 Shamrock First Baptist Church	Meeting Space Nov		100.00	65,851.91
11/25/25		5166 Good Home Services, LLC	Hang Pool Sign		50.00	65,801.91
11/26/25			Deposit	21,270.67		87,072.58
11/30/25		5168 Business Observer	legal adv		286.56	86,786.02
11/30/25				128,808.01	80,787.22	86,786.02

Highland Meadows II
Check Register
FY2026

Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
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EXHIBIT 7

RETURN TO AGENDA



EXHIBIT 8

RETURN TO AGENDA



KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

November 25, 2025

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3658434

Client Matter No. 61323-1

Notification Email: eftgroup@kutakrock.com

Highland Meadows II CDD
c/o Anchor Stone Management, LLC
Suite 160
255 Primera Boulevard
Lake Mary, FL 32746

Invoice No. 3658434
61323-1

Re: General Counsel

For Professional Legal Services Rendered

10/02/25	K. Magee	0.80	232.00	Review and revise termination notice for Prince & Sons; review temporary access agreement for Permacast wall work
10/02/25	A. Weiland-Sorenson	0.20	32.00	Draft termination for Prince and Sons
10/03/25	K. Magee	2.30	667.00	Draft landscape and irrigation agreement with Mele; draft playground installation agreement with Gametime; review and respond to correspondence regarding access agreement for wall installation
10/09/25	K. Magee	0.80	232.00	Review exhibits and plats regarding property lines for wall installation; review and respond to correspondence regarding wall gap
10/22/25	J. Brown	0.30	120.00	Correspondence regarding district management transition and claim to payment
10/22/25	J. Earlywine	0.20	72.00	Email regarding ADA curbs

KUTAK ROCK LLP

Highland Meadows II CDD

November 25, 2025

Client Matter No. 61323-1

Invoice No. 3658434

Page 2

10/22/25	K. Magee	2.60	754.00	Revise agreement with Mele; review agenda for Board of Supervisors meeting; review proposed revisions to Gametime agreement; review turnover documentation regarding ADA curbs
10/23/25	K. Magee	3.00	870.00	Prepare for and attend Board of Supervisors meeting via phone
10/24/25	K. Magee	1.10	319.00	Revise towing agreement with Bolton; draft park license agreement with HOA
10/31/25	J. Brown	0.30	120.00	Review correspondence concerning district management transition; work session regarding same

TOTAL HOURS	11.60
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TOTAL FOR SERVICES RENDERED	\$3,418.00
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TOTAL CURRENT AMOUNT DUE	<u>\$3,418.00</u>
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EXHIBIT 9

RETURN TO AGENDA



EXHIBIT C

FORMS OF REQUISITIONS

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT BONDS, SERIES 2019 (ASSESSMENT AREA 7/7A PROJECT)

(Acquisition and Construction)

The undersigned, a Responsible Officer of the Highland Meadows II Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U.S. Bank National Association, as successor trustee (the "Trustee"), dated as of October 1, 2014, as supplemented by that certain Eighth Supplemental Trust Indenture dated as of December 1, 2019 (collectively, the "Assessment Area 7/7A Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Assessment Area 7/7A Indenture):

- (A) Requisition Number: 80
- (B) Identify Acquisition Agreement, if applicable;
- (C) Name of Payee pursuant to Acquisition Agreement: Greenberg Traurig
(via wire – instructions included on remittance advice on invoice)
- (D) Amount Payable: \$2,276.80
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):
- (F) Fund or Account and subaccount, if any, from which disbursement to be made:
 - X Assessment Area 7/7A Project Acquisition and Construction Account.

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the District,
2. each disbursement set forth above is a proper charge against:
 - X Assessment Area 7/7A Project Acquisition and Construction Account;
3. each disbursement set forth above was incurred in connection with:
 - X the Costs of the Assessment Area 7/7A Project.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto or on file with the District are copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Responsible Officer

Date: _____

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE OR [NON-OPERATING COSTS REQUESTS ONLY]**

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Assessment Area 7/7A Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Assessment Area 7/7A Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof. The Consulting Engineer further certifies and agrees that for any acquisition: (a) the portion of the Assessment Area 7/7A Project that is the subject of this requisition is complete, and (b) the purchase price to be paid by the District for the portion of the Assessment Area 7/7A Project to be acquired with this disbursement is no more than the lesser of (i) the fair market value of such improvements and (ii) the actual cost of construction of such improvements.

Consulting Engineer

Date: _____

Invoice No.: 1001192980
File No.: 152375.010500
Bill Date: November 5, 2025

Highland Meadows II CDD
c/o Anchor Stone Management, LLC
255 Primera Boulevard, Suite 160
Lake Mary, FL 32746

Attn: Patricia Thibault
District Manager

INVOICE

Re: Special Assessment Bonds 2019 (7/7A)

Legal Services through October 31, 2025:

	\$	2,846.00
Less Courtesy Discount:	\$	(569.20)
Total Fees:	\$	2,276.80
Current Invoice:	\$	2,276.80

RCG:SC
Tax ID: 59-1270754

Invoice No.: 1001192980
File No.: 152375.010500

Important: If you receive a request to change the manner or location of your payment to Greenberg Traurig, please immediately contact Greenberg Traurig's accounting team at 305-418-6503. To assure that your payment is made and received correctly, please do not make any payment per the requested change until you verbally confirm with Greenberg Traurig that the change is legitimate.

REMITTANCE ADVICE

PLEASE RETURN WITH YOUR PAYMENT

Note: Payment is Due 30 Days from Date of Invoice

CLIENT NAME: c/o Anchor Stone Management, LLC
FILE NUMBER: 152375.010500
INVOICE NUMBER: 1001192980*
BILLING PROFESSIONAL: Robert C. Gang

Current Invoice:	\$	2,276.80
Total Amount Due:	\$	2,276.80

FOR YOUR CONVENIENCE, WIRE TRANSFER FUNDS TO:

For Wire Instructions:

Bank: WELLS FARGO BANK
ABA #: 121000248

For ACH Instructions:

Bank: WELLS FARGO BANK
ABA#: 063107513

CREDIT TO: GREENBERG TRAURIG
ACCOUNT #: 2000014648663

PLEASE

REFERENCE: **CLIENT NAME:** c/o Anchor Stone Management, LLC

FILE NUMBER: 152375.010500

INVOICE NUMBER: 1001192980*

BILLING

PROFESSIONAL: Robert C. Gang

IF YOU WISH TO PAY BY CHECK PLEASE REMIT TO THE ADDRESS BELOW:

RCG:SC
Tax ID: 59-1270754



Invoice No. : 1001192980
File No. : 152375.010500

**Greenberg Traurig
PO Box 936769
ATLANTA GA 31193-6769**

Wire fees may be assessed by your bank.

*** If paying more than one invoice, please reference all invoice numbers in wiring instructions.**
Please contact acct-cashreceipts@gtlaw.com for any payment related questions.

RCG:SC
Tax ID: 59-1270754

Greenberg Traurig, P.A.
333 S.E. 2nd Avenue | Suite 4400 | Miami, Florida 33131
Tel 305.579.0500 | Fax 305.579.0717 | www.gtlaw.com

Invoice No.: 1001192980
Re: Special Assessment Bonds 2019 (7/7A)
Matter No.: 152375.010500

Page 1

Description of Professional Services Rendered:

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
05/15/25	Robert C. Gang	Review materials previously sent to Patricia Thibault and send them, regarding excess proceeds to be used for an additional project	0.30	426.00
08/25/25	Solomon Cadle	Prepare for and conference call regarding use of 2019 proceeds in 2025 for project costs.	0.40	500.00
08/25/25	Robert C. Gang	Attention to tax and assessment issues in spending excess proceeds from AA7 on other areas of the District.	0.50	710.00
08/27/25	Solomon Cadle	Tax related analysis regarding use of 2019 proceeds.	0.40	500.00
08/27/25	Robert C. Gang	Cumulative time spent on issue of using left over proceeds from AA7 on other areas of District, including tax issues.	0.50	710.00
			<u>Total Time:</u>	
			2.10	
			<u>Total Fees:</u>	\$2,846.00

Invoice No.: 1001192980
Re: Special Assessment Bonds 2019 (7/7A)
Matter No.: 152375.010500

Page 2

Description of Expenses Billed:

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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No expenses charged to this file

EXHIBIT 10

RETURN TO AGENDA



EXHIBIT C

FORMS OF REQUISITIONS

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT BONDS, SERIES 2019 (ASSESSMENT AREA 7/7A PROJECT)

(Acquisition and Construction)

The undersigned, a Responsible Officer of the Highland Meadows II Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U.S. Bank National Association, as successor trustee (the "Trustee"), dated as of October 1, 2014, as supplemented by that certain Eighth Supplemental Trust Indenture dated as of December 1, 2019 (collectively, the "Assessment Area 7/7A Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Assessment Area 7/7A Indenture):

- (A) Requisition Number: 79
- (B) Identify Acquisition Agreement, if applicable;
- (C) Name of Payee pursuant to Acquisition Agreement: Anchor Stone Management - 255 Primera Blvd, Suite 160, Lake Mary, FL 32746
- (D) Amount Payable: \$3,500
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):
- (F) Fund or Account and subaccount, if any, from which disbursement to be made:
 - X Assessment Area 7/7A Project Acquisition and Construction Account.

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the District,
2. each disbursement set forth above is a proper charge against:
 - X Assessment Area 7/7A Project Acquisition and Construction Account;
3. each disbursement set forth above was incurred in connection with:
 - X the Costs of the Assessment Area 7/7A Project.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto or on file with the District are copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

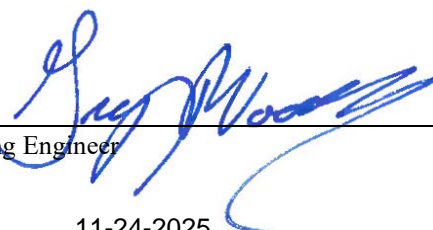
**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT DISTRICT**

By: Deborah Galbraith
Responsible Officer

Date: 12/2/2025

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE OR [NON-OPERATING COSTS REQUESTS ONLY]**

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Assessment Area 7/7A Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Assessment Area 7/7A Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof. The Consulting Engineer further certifies and agrees that for any acquisition: (a) the portion of the Assessment Area 7/7A Project that is the subject of this requisition is complete, and (b) the purchase price to be paid by the District for the portion of the Assessment Area 7/7A Project to be acquired with this disbursement is no more than the lesser of (i) the fair market value of such improvements and (ii) the actual cost of construction of such improvements.


Consulting Engineer

Date: 11-24-2025

INVOICE

Number: 6

Anchor Stone Management LLC
255 Primera Boulevard, Suite 160
Lake Mary, FL 32746
info@anchorstonemgt.com

Highland Meadows II CDD
1015 Condor Dr
Haines City, FL 33844



DATE	DESCRIPTION	AMOUNT
11/1/2025	ADDENDUM TO THE SUPPLEMENTAL ASSESSMENT METHODOLOGY (PHASE 7 AND 7A) \$5,765,000 SPECIAL ASSESSMENT BONDS, SERIES 2019 (ASSESSMENT AREA 7/7A PROJECT)	3,500.00
TOTAL		3,500.00

ACH INSTRUCTIONS
BANK NAME: [REDACTED]
ACCOUNT NAME: [REDACTED]
ROUTING: [REDACTED]
ACCOUNT NUMBER: [REDACTED]



EXHIBIT 11

RETURN TO AGENDA



RESOLUTION NO. 2026-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE POLK COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Polk County Supervisor of Elections ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the general election ("**General Election**").

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

1. **GENERAL ELECTION SEATS.** Seat 1, currently held by Deborah Galbraith and Seat 2, currently held by Kristen Anderson are scheduled for the General Election beginning in November 2026. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Polk County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election in November 2026, and for each subsequent General Election unless otherwise directed by the District's Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 15th day of December 2026.

**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT
DISTRICT**

CHAIRPERSON/VICE CHAIRPERSON

ATTEST:

SECRETARY/ASSISTANT SECRETARY

EXHIBIT A

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Highland Meadows II Community Development District (“District”) will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the Polk County Supervisor of Elections located at 70 Florida Citrus Blvd., Winter Haven, FL 33880; Ph: (863) 534-5888. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a “qualified elector” of the District, as defined in Section 190.003, Florida Statutes. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Polk County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes.

The Highland Meadows II Community Development District has (2) seats up for election, specifically seats 1 and 2. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

For additional information, please contact the Polk County Supervisor of Elections.

Publish on or before May 25, 2026.

EXHIBIT 12

RETURN TO AGENDA



From: [Natali Garner](#)
To: [Robert Harris](#)
Subject: FW: 733 message pt 2
Date: Friday, December 5, 2023 12:05 PM
Attachments: [image001.png](#)

Hi Robert,

I'd like to speak this issue at the next CDD meeting. I cannot remember the last time I was able to park in front of my own house and now I'm being punished by the city for someone parking in front of my house, surely making contact with their bumper to my recycling bin, after I put it out. They will not come out and pick it up until next week, and it is already completely full.

Frankly, street parking is completely out of hand with cars everywhere, including on the wrong side of the street and sometimes blocking as much as half of my driveway. My proposal is that street parking be banned on both sides of the street from 5pm Wednesday to 5pm Thursday, or shifted if the trash collection schedule shifts due to a holiday. Between the issue of space to put one's bins without blocking their vehicles in their driveway, and the reckless disregard for where bins are placed by Republic after they collect the trash, sometimes leaving them nearly in the middle of the street, it becomes not only an inconvenience, but a danger to pedestrians and motorists, as can navigate a maze of trash bins far into the street and cars parked on the side while another vehicle is heading toward them.

Thank you,

Brita

Begin forwarded message:

From: Natali Garner <Natali.Garner@hainescity.com>
Subject: FW: 733 message pt 2
Date: December 5, 2023 at 10:40:04 EST
To: Robert@hainescity.com; brita@hainescity.com

Good Morning,

We wanted to let you know that we received your request about your recycling not getting serviced. Republic Services sent us this. Please see the picture below. It was blocked by a vehicle.

Best regards,

Natali Garner
Public Works Secretary
HCFORWARD
ONE CITY. ONE VISION.
City of Haines City
300 N 17th Street
Haines City, FL 33844
Phone (888) 421-3777
Fax: (888) 421-5780
Natali.Garner@hainescity.com
www.hainescity.com

Want to stay in the loop? [Subscribe](#) to the City Manager's Report.

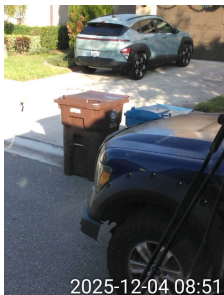
Our Mission
"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to exceeding expectations."

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From: Lakered2754 <Lakered2754@hainescity.com>
Sent: Friday, December 5, 2023 12:45:40 AM
To: Robert Harris <Robert.Harris@hainescity.com>; Natali Garner <Natali.Garner@hainescity.com>
Cc: Brita Gardner <Brita.Gardner@hainescity.com>; Jerrisa Kerner <Jerrisa.Kerner@hainescity.com>
Subject: RE: 733 message pt 2

[WARNING!!!! This e-mail originated from outside the City of Haines City's mail system. Do not open any attachments or click on any links unless you know the sender or can verify this e-mail's authenticity.]

This was blocked at time of service



From: [Brita Gardner](#)
Logistics Assistant
300 Plaza Ave
Lakeland, FL 33805
Brita.Gardner@hainescity.com

From: Robert Harris <Robert.Harris@hainescity.com>
Sent: Friday, December 5, 2023 7:42:00 AM
To: Lakered2754 <Lakered2754@hainescity.com>; Natali Garner <Natali.Garner@hainescity.com>
Cc: Brita Gardner <Brita.Gardner@hainescity.com>; Jerrisa Kerner <Jerrisa.Kerner@hainescity.com>
Subject: 733 message pt 2

This Message is From an External Sender

This message came from outside your organization.

[Report Suspicious](#)

Above address said to request that recycle was missed yesterday I just checked out and this only address with bin not serviced so maybe it was blocked driver might have pic thanks



