

District: HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Thursday, January 22, 2026

Time: 4:30 P.M.

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

Zoom: [LINK***](#)
Meeting ID: 961 3960 1172
Passcode: 126520
CALL IN: +13052241968

Agenda

For the full agenda packet, please contact Patricia@HavenmgtSol.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
2. Presentation of Proposal for: **EXHIBIT 1**
 - ❖ Concrete repairs Related to Permacast Wall Project - \$11,715
 - ❖ ADA Mat Repairs - \$39,200

B. District Attorney – Kutak Rock

1. Discussion & Presentation of Boltons Towing Agreement (Revised) **EXHIBIT 2**
2. Discussion of Polk Regional Water Cooperative Submitted Appraisals for Board Consideration - \$482,900

IV. Business Matters

1. Presentation for Discussion – Safety & the Preservation of District Infrastructure **EXHIBIT 3**

V. JCS Security Updates

- | | |
|--|---------------------------|
| 1. Resignation of JCS Services | <u>EXHIBIT 4.1</u> |
| 2. Ratification of Temporary Proposal for Guard Services - 813 Protection Services | <u>EXHIBIT 4.2</u> |
| 3. Consideration of Proposal from JCS for Rover Services Only - \$1,980 Monthly | <u>EXHIBIT 4.3</u> |

VI. Field Services Report

- | | |
|--|-------------------------|
| A. Presentation of the Highland Meadows II Task List | <u>EXHIBIT 5</u> |
| B. Consideration of Proposal – Cooper Pools - \$3,120 | <u>EXHIBIT 6</u> |
| C. Consideration of Proposal - - EV Pro Solutions for Phase 7 Lighting - \$2,250 | <u>EXHIBIT 7</u> |

VII. Administrative Matters

- | | |
|--|--------------------------|
| A. Consideration for Acceptance– December 2025 Unaudited Financial Statements. | <u>EXHIBIT 8</u> |
| B. Ratifications: | |
| 1. Good Home Services - \$90 - Repair to Valve Box | <u>EXHIBIT 9</u> |
| 2. Danille Fence - \$1,406 – To Repair Fence | <u>EXHIBIT 10</u> |

VIII. District Manager

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

X. Supervisor Requests

XI. Adjournment

EXHIBIT 1

[RETURN TO AGENDA](#)



Contractor	Contact	Proposal Amount	Notes
ADS - Concrete Proposals	Chad Harris		
Pentas - Remove and Replace Sidewalk		\$3,000	
Merlin Remove and Replace Broken Driveway		\$9,840	
Total		\$12,840	
If Both Projects Are Completed at the Same Time		-\$1,125	
Total =		\$11,715	
ADA Mat ADS Proposal			
Install 14 ADA Ramps and Detectable Warning		\$24,500	\$1,750 Each
Install 7 ADA Ramps and Detectable Warning		\$14,700	\$2,100 Each

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

Job Site Address: Highland Meadows II

Estimate no.: 1206
Estimate date: 12/12/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Services	Location 1- 4 sod installation. Approximately 25,000 sqft of sod.	25000	\$0.85	\$21,250.00
2.	Services	Location 2 Pentas Lane: Remove and replace 5 broken sidewalk panels.	1	\$3,000.00	\$3,000.00
3.	Services	Location 4: Merlin Street: Sawcut and remove the existing damaged driveway section (41' x 9') and repour with 4" thick concrete reinforced with fiber mesh.	1	\$5,800.00	\$5,800.00
4.	Services	Location 4 Merlin Street: Remove and replace the full-width driveway (41' x 16') with 4" thick concrete reinforced with fiber mesh.	1	\$9,840.00	\$9,840.00
5.	Services	**If driveway and sidewalk work are completed at the same time, pricing will reflect combined mobilization and labor efficiencies.		\$11,715.00	\$11,715.00
Total					\$51,605.00

Accepted date

Accepted by

If the driveway and sidewalk work is completed at the same time there is a savings of \$1,125
Total sidewalk and driveway is \$11,715.

ESTIMATE

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

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Bill to
Highland Meadows II

Estimate details

Estimate no.: 1200
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.	14	\$1,750.00	\$24,500.00

- 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	\$24,500.00
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Accepted date

Accepted by

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 2

[RETURN TO AGENDA](#)

CDD Property Towing Agreement

Parties

- This CDD Property Towing Agreement (hereinafter referred to as the “Agreement”) is entered into on _____ (Date) by and between Bolton’s Towing Service Inc., with an address of 2690 Avenue E SW Winter Haven, FL 33880 (hereinafter referred to as the “Towing Service”), and Highland Meadows II Community Development District (hereinafter referred to as “Management/Owner”)(collectively referred to as the “Parties”).

General

- Hereby, the Management/Owner exclusively appoints the Towing Service to patrol and remove unauthorized vehicles from the property/properties that are owned by the District including, but not limited to, roadways/streets, parkways/verges (area between the sidewalk and roadway), grass areas and open spaces that are owned by the District as delineated in the maps included in Exhibit A. The Towing Service hereby accepts such responsibility and agrees to service the property beforementioned.

Term

- This Agreement shall be effective on the date of signing this Agreement (hereinafter referred to as the “Effective Date”) and will only end with a written notice 30 days prior to requested termination date.

The responsibilities of the Towing Service

- To patrol the property and remove any vehicle/vessel in violation of the attached Highland Meadows II Community Development District Amended and Restated Rules Relating to Overnight Parking and Parking and Towing Enforcement (“District Rules”) attached hereto as Exhibit A.
- Towing Service shall ensure that any abandoned vehicles towed conform to the following criteria: (1) the Vehicle is inoperable, as evidenced by vegetation underneath as high as the Vehicle body or frame, debris collected underneath, or, that the Vehicle is being used solely for storage/habitation purposes; (2) the Vehicle is partially dismantled, having no engine, transmission or other major and visible part; (4) the Vehicle has major and visible parts which are dismantled; (5) the Vehicle is incapable of functioning as a Vehicle in its present state; (6) the Vehicle

has only nominal salvage value; and/or (7) the Vehicle is incapable of safe operation under its own power, or a vehicle that cannot be self-propelled or moved in a manner it was originally intended to move.

- To tow any other vehicles/vessels at the specific direction of Management/Owner.
- Vehicles may be parked on Odd Side curves provided the area has not been designated as a tow away zone in Exhibit A.
- Vehicles which are parked in a manner which blocks a sidewalk are eligible to be towed.
- As specified in the map included in Exhibit A, Vehicles parked within certain areas of Phase 3 are authorized to be towed (due to a safety concern).
- As specified in the map included in Exhibit A, Vehicles parked in Phase 3 overnight (as defined as between the hours of 10 p.m. and 6 a.m.) are authorized to be towed by the District.
- Parking is prohibited on the Odd Side areas on Sanderling St. between Nighthawk Dr. and Woodlark Dr. indicated as Tow-Away Zones on the map included in Exhibit A.
- A Vehicle bearing an expired tag sticker, expired registration, missing license plate, or a license plate that fails to match the Vehicle's registration is authorized to be immediately towed.

Towing Service Liability

- Hereby, the Management/Owner agrees to hold the Towing Service harmless for claims and/or lawsuits resulting from any non-towing related claim.

Succession

- This agreement is binding on the Towing Service and the Management/Owner as well as their successors.

Governing Law

- This Agreement shall be governed by and construed in accordance with the laws of Florida.

Amendments

- The Parties agree that any amendments made to this Agreement must be in writing and they must be signed by both Parties to this Agreement.
- As such, any amendments made by the Parties will be applied to this Agreement.

Community/Property Rule Changes, Amendments, & Exemptions

- Management/Owners agree to notify Towing Service of changes to the District Rules pertaining to the listed property within 24 hours of effective change.
- Management/Owners agree to notify Towing Service of any special exemptions or permissions given immediately that contradict the rules and regulations set forth by any bylaws or regulatory documents provided to the Towing Service.
- If Towing Service is NOT notified of any changes made, the Management/Owners agree to cover any and all cost associated with but not limited to; invoices, legal fees, any fees associated with litigation, customer reimbursements, etc.

Assignment

- The Parties hereby agree not to assign any of the responsibilities in this Agreement to a third party unless consented by both Parties in writing.

Entire Agreement

- This Agreement contains the entire agreement and understanding among the Parties hereto with respect to the subject matter hereof, and supersedes all prior agreements, understandings, inducements and conditions, expressed or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. The expressed terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any terms hereof.

Severability

- In an event where any provisions of this Agreement are found to be void and unenforceable by a court of competent jurisdiction, then the remaining provisions will remain to be enforced in accordance with the Parties' intention.

Signature and Date

- The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated throughout by their signature below:

Management

Towing Service

Name_____

Name_____

Signature_____

Signature_____

Date_____

Date_____

Exhibit A: *Highland Meadows II Community Development District Amended and
Restated Rules Relating to Overnight Parking and Parking and Towing
Enforcement*

EXHIBIT 3

[RETURN TO AGENDA](#)

HIGHLAND MEADOWS II CDD



SAFETY AND INFRASTRUCTURE PRESERVATION

HIGHLAND MEADOWS II CDD

Safety & Infrastructure Preservation

The Board of Supervisors prioritized safety matters for FY 2025 and allocated fiscal resources accordingly to advance its established vision and goals for safety and infrastructure preservation. These actions were intended to strengthen District resident trust and reinforce the District's commitment to the residents.

The total amount expended for Safety and Infrastructure:

\$517,064

HIGHLAND MEADOWS II CDD

▶ **Protection of District Assets and Overall Security - \$81,988:**

- ▶ The District spent \$81,988 on security services, which included on-site guards at the amenity and a roving patrol to monitor activities on District property. These services also provided security monitoring and alert support at the amenity center during off-guard hours.

▶ **Protection of Land & Infrastructure - Fencing & Walls - \$217,750:**

- ▶ The District's perimeter fencing sustained significant damage from recent hurricanes, prompting repair costs of \$127,750. Unfortunately, additional damage is occurring as individuals break fence panels to gain unauthorized access through the District. To address this, the District has deployed extra security personnel to patrol the area and is undertaking repairs on a panel-by-panel basis. Furthermore, the District plans to install plant material in the spring of 2026 to help mitigate these issues. Due to the extensive length of fencing affected, this will be a costly and time-intensive effort.
- ▶ Additionally, the District has expended over \$90,000 to install a permacast wall to prevent individuals from unauthorized access into the District from the Merlin and Pentas street areas.

HIGHLAND MEADOWS II CDD

- ▶ **Protection of Land & Infrastructure – Mats & Sidewalks - \$17,320:**
- ▶ The District directed t the engineering team to provide them with a analysis of the sidewalk pavement matters impacting the District. Based on a priority listing provided by the engineering team , the District expended \$17,320 to advance sidewalk repairs throughout the District.
- ▶ **Protection of Land & Infrastructure – Erosion \$43,350:**
- ▶ The District directed t the engineering team to provide them with a geo technical analysis of the potential erosion matters impacting the District. Based on a priority listing provided by the engineering team , the District expended \$43,350 to advance erosion mitigation controls throughout the District. The engineering team will continue to monitor and advise the District of problem areas needing immediate repairs. An additional \$20,000 in repairs remains as the fiscal means become available.

HIGHLAND MEADOWS II CDD

- ▶ **Protection of Land & Infrastructure – Monuments Painting - \$10,000:**
- ▶ The District expended \$10,000 to have the monuments painted and repaired. While painting requires upfront costs, it **extends the lifespan** of infrastructure, reducing expensive repairs or early replacements. Painting is the first line of defense in supporting long-term asset management.
- ▶ **Street and Parking Safety - \$19.825**
- ▶ The District continues to advance changes to their parking and towing policy . The stencils were installed to make residents more aware of the no parking rule and try to provide additional clarification to the residents as well as to the towing company, It is important to clarify that the towing company is not a vendor of the District and operates independently at its own discretion. However, the company has been made aware of the Board of Supervisors' position on the matter—TOW.

HIGHLAND MEADOWS II CDD

- ▶ **Protection of Land & Infrastructure – New Playground - \$115,418**
- ▶ Due to the aging infrastructure of the existing playground. The District obtained a grant that covered a substantial portion of the financial burden related to a new playground. The new playground will be installed by end of February 2026.
- ▶ **Protection of Land & Infrastructure – Miscellaneous Maintenance Repairs - \$11,403**
- ▶ The District has advanced repairs to bathrooms, benches and lighting throughout the District and continues to monitor for remediation efforts.

HIGHLAND MEADOWS II CDD

Compliments to the Board of Supervisors for their dedication to the District and their commitment to ensuring the safety and sustainability of District infrastructure.

EXHIBIT 4.1

[RETURN TO AGENDA](#)

From: [Admin](#)
To: [Patricia Thibault](#)
Subject: Important Update Regarding Our Services
Date: Thursday, January 8, 2026 4:29:39 PM

Dear Highland Meadows II Team,

Due to recent health and wellness hardships faced by our owner, we have been directed to significantly reduce our scope of operations. We regret to inform you that, effective immediately, we are unable to continue rendering fixed guard services under our current company.

We fully understand the difficult position this may place you in and deeply appreciate your trust and partnership.

That said, several key members of our leadership team and staff are committed to continuing the same level of service under a new entity, as our time with JCS is coming to a close. We are currently in the process of obtaining our B Agency License number, and once issued, we will be able to resume services through this new organization—should you choose to continue with us.

We will keep you updated as soon as the license is finalized and provide all necessary details once complete. We are in active conversations with the Department of Agriculture to expedite as quickly as possible.

Thank you for your understanding and support during this challenging time. If you have any questions or need immediate assistance, please do not hesitate to reach out to us at 813-616-1405.

Warm regards,



P:
E: info@myjcsservices.com | www.myjcsservices.com
|, US

EXHIBIT 4.2

[RETURN TO AGENDA](#)

Proposed Cost of Service

813 Security & Protective Services

28803 Stormcloud Pass
Wesley Chapel, FL 33543

Highland Meadows II CDD

Our onsite staff are trained in accordance with the policies and procedures outlined in your Districts Rules and Regulations.

With all our shifts you will receive security reports. These reports will include timestamps, detail of the incident, photos, and who the officer is responding.

This proposal is to be in service through the CDD meeting on January 22nd. Any shifts unfilled, will not be billed.

Service	Scope	Price
Pool Monitor	<p>One Pool Monitor</p> <p>Monday-Friday: 1:45 PM – 5:45 PM</p> <p>Saturday & Sunday: 12 PM – 6 PM</p>	<p>\$20/hr</p> <p>per shift</p>

Deborah Galbraith
Signature

1/12/2026
Date

Invoices are issued Net 15.

Additional Included Services

Maintenance Reports:

In addition to our security and incident reporting, our team will complete maintenance reports as things are identified and provide to those on the approved distribution list



EXHIBIT 4.3

RETURN TO AGENDA

JCS INVESTIGATIONS

611 Sandy Creek Road
Brandon, FL 33511
Agency License Number# A3000004
Agency License Number# B3100293
JCSProtection@gmail.com
813-616-1405

SECURITY PATROL AGREEMENT

1. PARTIES: This Agreement is made and entered into by and between:

Name: HIGHLAND MEADOWS 2 CDD

Address: 1015 CONDOR DRIVE, HAINES CITY, FL 33844

Phone: N/A

Email: N/A

Contact person: PATRICIA COMINGS THIBAUT Phone: (407) 221-9153

Hereinafter referred to as "CLIENT" and JCS Investigations, hereinafter referred to as "AGENCY," a licensed Florida private investigative and security agency – License A-3000004 / B-3100293

2. EXTENT OF SERVICE: CLIENT agrees that unless otherwise stated, the services begin on or about the date of this Agreement and the service that will be provided is on a month-to-month agreement. Payment for service is due every 30 days to date,

3. DESCRIPTION OF SERVICE(S): Security service for the above-name community, employees, and residents on or about the property address mentioned above and any parking lot associated with the above-named community. The security officer will routinely patrol the property up to (2) times in 24 hours and check all sensitive areas of the property. 3RD TIME WOULD BE FREE IF GUARD IS IN THE SURROUNDING AREAS

ALSO INCLUDES THE FOLLOWING:

- Perimeter patrol
- Breezeway and Stairwell Patrols
- Remote video surveillance monitoring
- Investigative service "plain clothes surveillance"
- Random foot patrols
- Online reports and Maintenance requests "With Pictures and videos"

EXHIBIT 5

[RETURN TO AGENDA](#)

HIGHLAND MEADOWS II

COMMUNITY DEVELOPMENT DISTRICT

FY 2025 TASK LIST

Date	Issue	Matter to be resolved	Assinged To	Notes
6/18/25	Monumnet Signage Painting	Need Paint	Austin	This was approved for Good Home Services and they will address by October meeting
6/26/25	Playground Repairs	Repair/Replace	Austin	There is a proposal for a new playground on the September agenda
6/26/25	Pool Signage	Proposal Approved	Austin	Waiting on Image 360 to finalize
6/26/25	Pay the Church	Scribe a Check	Austin/Patricia	Pay Church After Meeting
6/26/25	Erosion Proposals	Proposal Approved	Greg	Status from Greg on the agenda
6/26/25	ADA Mat Proposals	Proposal Approved	Austin	Zeus work has been completed
6/26/25	Budget and Vision Project Update	Awaiting Final Amounts	Patricia	Waiting on Erosion Repair Proposal and ADA Mat Propossal to Impact and then will finalize
7/9/25	Proposal for Monitoring to Sheriff	Proposal Approved	JCS/ECS	ECS to install on Friday - September 25
7/11/25	Permacast	Need Start Date	Greg	Greg will provide further status at meeting - staking proopsal already approved, Good Homes for fence tear down approved, bush hog proposal on the agenda
7/24/25	Sign Audit - Down signs		Austin	On Pause til After Hurrican Season
7/24/25	Pool Cabanas		Austin	On hold till financial analysis completed
7/24/25	Proposal for landscape maintenance		Austin	Proposal included in the agenda
8/20/25	Sidewalk Project		Greg	Greg to provide status in September meeting
8/28/25	Electricity for Monuments & Monument Lighting		Austin	Proposal included on the agenda
8/28/25	Monument Bush Trimming		Austin	Direction given to Prince & Sons to start to trim down
9/12/25	No Parking Curb Stencils		Austin	Met with vendor, completed - punch list items to finish. Greg to provide status
9/12/25	ADA Mat Install		Austin	Completed, Ph 7 needs sidewalk install, proposal included in Agenda
9/12/25	Bench at Park Replacement		Austin	Seeking Proposals for Bench and Install
11/17/2025	Park Replacement		Austin	Playground is currently being dismantled and staged in soccer field
11/17/2025	Sign Audit - Down signs		Austin	Seeking proposals for sign straightening and missing street signs

Haven Management Solutions
Monthly Maintenance Inspection Report
Area: Pool Area / Playground
Month: January

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	8	
Turf Fertility - Bahia - Naturally dormant (brown) in the winter. Color & Growth Density		15	10	Browning with winter temperatures
Turf Fertility - Non Bahia - Color and Growth Density		15	10	Browning with winter temperatures
Turf Areas - Weed Control		10	13	
Bed Weed Control		10	10	
Shrub & Plant Pruning & Shape - Deadheading & Appearance		10	7	Plant material dying with winter temperatures
Shrub Fertility & Vitality		10	7	Plant material dying with winter temperatures
Debris & Trash Management		10	5	Trash throughout retention areas
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% : 80 or lower	78%	100	78	
Other Landscape Maintenance Items Based on Contract Terms				Notes
Turf Fertilizer & Pesticide Management - Applied Pursuant to Months Cited in Contract Terms		10	9	
Plant Material Fertilization Management - Applied Pursuant to Contract Terms		10	9	
Tree Pruning - Trees Lifted in Accordance with Contract terms - 10' to 12"		10	9	
Reporting Requirements & District Receipt - Based on Contract Terms		20	9	
Total Points Other Landscape Items - Failure is at 90%: 45 or lower	72%	50	36	
Other Landscape Supplemental Items				Notes
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule		10	7	Plant material dying with winter temperatures
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule		10	10	NA
Total Points Other Landscape Supplemental Items- Failure is at 80%:16 or below	85%	20	17	
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	0	
Pond Debris & Trash in Pond and On Pond Bank		50	0	
Total Points Pond Inspection- Failure is at 80%:80 or below	0%	100	0	
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	7	Ant Bed in drain at pool
Pool Appears to Be Cleaned		10	10	
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	Residents are stealing trash bags
Total Points Amenity Center Inspection. Failure is at 80%				



Weeds and ant bed outside bathrooms



Playground removal in progress



Sand run off on Olsen St



Sand run off at Sanderling entrance



Sand run off at Eaglecrest



Trash in retention area



Trash on 10th in front of playground



Trash in retention area on Olsen



Trash behind mailboxes on Pheasant Dr

EXHIBIT 6

[RETURN TO AGENDA](#)

ESTIMATE

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

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



Haven Management Solutions: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
Estimate no.: 2025-619
Estimate date: 12/02/2025
Expiration date: 01/02/2026

Technician: Hunter

#	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 7

[RETURN TO AGENDA](#)



EV Pro Solutions

Highland Meadows II
1510 Condor Dr
Haines City, FL 33844

(813) 565-4663
patricia@havenmgt sol.com

ESTIMATE	#253005
ESTIMATE DATE	Dec 3, 2025
EXPIRATION DATE	Jan 2, 2026
TOTAL	\$2,250.00

CONTACT US
2425 Fort Lane Road
GENEVA, FL 32732

(407) 801-3050
connect@evprosolutions.com

ESTIMATE

Services	qty
Electrical Service Call	1.0
Electrical Service Call for installation or troubleshooting of electrical panel, outlets, switches, etc.	
Provide and install new electrical foot traffic rated junction box. Reroute broken pipe and wires into the box. Trench new conduit and pull wire from power source.	
Leave and reuse existing wires from other side of the road to save costs. We tested wires and they appear to be in working order. If we replaced these it would require trenching across the roads and yards. We are assuming these wires will work once re connected with new power. If they do not work, additional cost may apply.	

Subtotal	\$2,250.00
Tax (0% 0%)	\$0.00

Total \$2,250.00

Property Owner Approval / eSignature:

Deborah Galbraith 12/23/2025

EXHIBIT 8

[RETURN TO AGENDA](#)

Highland Meadows II Community Development District

Summary Financial Statements (Unaudited)

December 31, 2025

Highland Meadows II
Balance Sheet
December 31, 2025

	General Fund	Reserve Fund	Debt Service Funds	Capital Project Funds	Total
1 Assets:					
2 Cash - Operating Account BU	\$ -	\$ -	\$ -	\$ -	\$ -
3 Cash - Money Market Account	2,302,256	506,384	-	-	2,808,639
4 Cash - Money Market Account-Restricted Cash	-	-	-	-	-
5 Cash - Operating Account South State	242,106	-	-	-	242,106
6 Cash - Reserve Fund	-	-	-	-	-
7 Investments:					
8 Revenue Trust Fund	-	-	595,523	-	595,523
9 Interest Fund	-	-	-	-	-
10 Debt Service Reserve Fund	-	-	718,250	-	718,250
11 Prepayment Fund	-	-	1,625	-	1,625
12 Optional Redemption	-	-	10	-	10
13 Acquisition and Construction	-	-	-	495,140	495,140
13 On Roll Assessments Receivable	28,232	-	32,931	-	61,163
14 Accounts Receivable	-	-	-	-	-
15 Due from Other Funds	-	-	-	-	-
16 Due from General Fund	-	-	1,192,805	15,818	1,208,623
16 Deposits	2,390	-	-	-	2,390
17 Prepaid Items	13,724	-	-	-	13,724
18 Total Assets	\$ 2,588,709	\$ 506,384	\$ 2,541,143	\$ 510,958	\$ 6,147,193
19 Liabilities:					
20 Accounts Payable	\$ 58,225	\$ -	\$ -	\$ -	\$ 58,225
21 Sales Tax Payable	10	-	-	-	10
22 Accrued Payable	-	-	-	-	-
23 Deferred Revenue	28,232	-	32,931	-	61,163
24 Due to Capital Projects	15,818	-	-	-	15,818
25 Due to Debt Service	1,192,805	-	-	-	1,192,805
26 Due to Reserve Fund	-	-	-	-	-
27 Fund Balance:					
28 Non-Spendable:	16,114	-	-	-	16,114
29 Assigned	-	506,384	-	-	506,384
30 Unassigned	230,621	-	-	-	230,621
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	-	-	2,508,212	510,958	3,019,170
35 Net Change in Fund Balance	808,872	-	-	-	808,872
35 Total Liabilities & Fund Balance	\$ 2,588,709	\$ 506,384	\$ 2,541,143	\$ 510,958	\$ 6,147,193

Highland Meadows II
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through December 31, 2025

	Adopted Budget	Budget Year to Date	Actual Year to Date	Variance (Over)/Under Budget
1 Revenues:				
2 Special Assessments	\$ 1,048,025	\$ 419,210	\$ 1,019,794	\$ 600,584
3 Interest Income	-	-	6,908	6,908
4 Miscellaneous Revenue	-	-	761	761
5 Fund Balance Forward	10,000	-	-	-
6 Total Revenues	1,058,025	419,210	1,027,463	608,253
7 Expenditures:				
8 Financial & Administrative				
9 Supervisor Compensation	24,000	6,000	2,800	3,200
10 District Management	51,800	12,950	13,991	(1,041)
11 District Engineer	20,000	5,000	-	5,000
12 Dissemination Agent	7,000	1,750	1,449	301
13 Trustee Fees	26,787	6,697	-	6,697
17 Dues, Licenses & Fees	175	175	175	-
14 Auditing Services	4,000	1,000	-	1,000
15 Arbitrage Rebate Calculation	2,700	675	-	675
16 Public Officials Liability Insurance	3,214	3,214	-	3,214
17 Legal Advertising	3,000	750	-	750
18 Website Hosting, Maintenance & Backup	2,015	504	-	504
19 Miscellaneous Fees	-	-	205	(205)
20 Tax Collector/Property Appraiser Fee	22,027	22,027	24,154	(2,127)
21 Postage & Delivery	1,000	250	-	250
22 Assessment Roll	5,200	1,300	1,076	224
23 Administrative Contingency	6,500	1,625	-	1,625
24 District Counsel	40,000	10,000	7,164	2,837
25 Total Financial & Administrative	219,418	73,917	51,013	22,903
26 Security Operations				
27 Security Services & Patrol	55,000	13,750	17,540	(3,790)
28 Access Control Maintenance & Repair	5,000	1,250	1,040	210
29 Total Security Operations	60,000	15,000	18,580	(3,580)
30 Utilities				
31 Utility Services	28,000	7,000	779	6,221
32 Utility - Streetlights	70,000	17,500	17,422	78
33 Utility Services	6,000	1,500	953	547
34 Total Utilities	104,000	26,000	19,154	6,846

Highland Meadows II
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through December 31, 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	48,000	48,417	(417)
39 Irrigation Maintenance and Repair	16,000	4,000	498	3,502
40 Landscape - Fertilizer	36,000	9,000	-	9,000
41 Landscape Replacement Plants & Shrubs	30,000	7,500	-	7,500
42 Miscellaneous Expenditure	5,000	1,250	1,200	50
43 Maintenance Repairs	11,976	2,994	9,267	(6,273)
44 Sidewalk Maintenance & Repair	8,000	2,000	-	2,000
45 Capital Projects	15,000	3,750	-	3,750
46 Field Services	12,000	3,000	2,484	516
47 Total Other Physical Environment	365,601	118,119	98,507	22,612
48 Parks & Recreation				
49 Pool Services Contract	63,600	15,900	14,636	1,264
50 Amenity Facility Janitorial Service Contract	21,600	5,400	6,600	(1,200)
51 Telephone, Internet, Cable	3,000	750	570	180
52 Maintenance & Repairs	13,807	3,452	424	3,027
53 Pest Control & Termite Bond	1,500	375	312	63
54 Miscellaneous Expenditure	5,000	1,250	8,795	(7,545)
55 Office Supplies	500	125	-	125
56 Total Parks & Recreation	109,007	27,252	31,337	(4,085)
57 Total Expenditures before other financing sources (uses)	858,026	260,287	218,592	44,696
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	-	158,923	808,872	652,949
65 Fund Balance - Beginning			484,747	
Increase In Emergency Reserves			-	
Decrease in Fund Balance Forward			-	
66 Fund Balance - Ending			\$ 1,293,619	

Highland Meadows II
Capital Reserve Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through December 31, 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 December 31, 2025

	Adopted Budget	Actual Year to Date
1 Revenues:		
2 Special Assessments	\$ 1,222,442	\$ 1,189,511
3 Interest	-	16,395
4 Total Revenues	1,222,442	1,205,905
5 Expenditures:		
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	-	507,973
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	-	\$ 2,508,213.43

**Highland Meadows II
Capital Project Funds
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through December 31, 2025**

	Adopted Budget	Actual Year to Date
1 Revenues:		
2 Interest	-	\$ 5,174.14
3 Total Revenues	-	5,174
4 Expenditures:		
5 Requisition Expense	-	115,418
6 Total Administrative	-	115,418
7 Total Expenditures before other sources (uses)	-	115,418
8 Excess Expenditures Over (Under) Revenues	-	(110,244)
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	-	\$ 510,956.73

**Highland Meadows II
Check Register
December 31, 2025**

Balance per Bank Statement	\$	2,311,739.79
Plus: Deposits in Transit		-
		-
Less: Outstanding Checks		(9,484.10)
	\$	2,302,255.69

Beginning Balance	\$	110,453.58
Receipts		2,230,496.67
Disbursements		(38,694.56)
<i>Balance per Book</i>	\$	2,302,255.69

**Highland Meadows II
Check Register
FY2026**

Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
9/30/25			Beginning Balance	\$ -	\$ -	\$ 24,255.55
10/1/25		5100 Anchor Stone Management, LLC	Management Fee		6,333.33	17,922.22
10/1/25		5101 PEREZ-CALHOUN LAW FIRM, P.A.	District Counsel		9,130.00	8,792.22
10/1/25			Funds Transfer	50,000.00		58,792.22
10/1/25		5102 ECS INTEGRATIONS LLC	camera mgmt		280.00	58,512.22
10/1/25		5103 ECS INTEGRATIONS LLC	access control		555.00	57,957.22
10/1/25		5104 Prince & Sons Inc	Oct Landscape Maint		16,000.00	41,957.22
10/1/25		5105 Cooper Pools	Monthly Pool Maint		4,600.00	37,357.22
10/1/25		5106 JCS Investigations	Security		6,140.00	31,217.22
10/2/25	10025ach	Duke Energy	600 Eaglecrest Dr, 8/9-9/25		32.48	31,184.74
10/2/25	10025ach2	Duke Energy	2901 N 10th St Well, 8/9-9/25		32.48	31,152.26
10/2/25	1002525ach	Duke Energy	2901 N 10th St Entry, 8/9-9/25		32.50	31,119.76
10/2/25			Funds Transfer	100,000.00		131,119.76
10/2/25		5110 Advanced Drainage Solutions	Repairs/Maint		4,200.00	126,919.76
10/3/25			Deposit	761.24		127,681.00
10/7/25		5112 Southern Green Residential & Com Cleaning	Pool Bathroom maint		2,200.00	125,481.00
10/8/25		5113 Prince & Sons Inc	Irrigation Repair		733.22	124,747.78
10/9/25			Service Charge		4.88	124,742.90
10/10/25		5114 Good Home Services, LLC	Replace lightbulbs in restrooms		250.00	124,492.90
10/10/25		5123 Danielle Fence	repair work-fence		5,725.00	118,767.90
10/13/25		5116 Orkin	Pest Control-Monthly		104.00	118,663.90
10/14/25		5115 Advanced Drainage Solutions	Repairs/Maint		39,150.00	79,513.90
10/15/25		5117 POLK COUNTY PROPERTY APPRAISER	Property Appraiser		24,153.91	55,359.99
10/15/25		5118 Mele Environmental Services LLC	Bush Hogging Services		1,200.00	54,159.99
10/15/25	10/15/25	Florida Dept of Economic Opportunity	Special District Filling Fee. FY 2026		175.00	53,984.99
10/17/25	101725ach	Duke Energy	541 Pheasant Dr Entry Lighting, 8/26-9/26		26.24	53,958.75
10/17/25	101725ach	Duke Energy	1015 Condor Dr, 8/26-9/24		1,295.23	52,663.52
10/20/25		5119 Shamrock First Baptist Church	Meeting Space		100.00	52,563.52
10/20/25		5120 Danielle Fence	take down/removal 24" danamaged almond		1,602.00	50,961.52
10/20/25		5121 House Doctors	Malfunction valve for urinal		424.45	50,537.07
10/20/25	10/20/25	Bright House Networks	1015 Condor Dr. Haines City, FL. 33844, Oct		190.00	50,347.07
10/21/25	102125ach	Duke Energy	0 PATTERSON RD Lite 8/29-9/29		842.93	49,504.14
10/22/25		5122 Good Home Services, LLC	Fence removal		1,020.00	48,484.14
10/23/25			Funds Transfer	50,000.00		98,484.14
10/23/25		5124 Egis Insurance Advisors LLC	Policy 100125206		36,642.00	61,842.14
10/26/25		5125 Deborah Galbraith	10-23-25 BOS MTG		200.00	61,642.14
10/26/25		5126 Kristen Anderson	10-23-25 BOS MTG		200.00	61,442.14
10/26/25		5127 Mario Munoz	10-23-25 BOS MTG		200.00	61,242.14
10/26/25		5128 Marilyn Colon Arce	10-23-25 BOS MTG		200.00	61,042.14
10/26/25		5129 Joellen Dibrango	10-23-25 BOS MTG		200.00	60,842.14
10/26/25		5130 Cooper Pools	Pool Repairs/Maint		688.00	60,154.14
10/26/25		5131 Cooper Pools	Pool Repairs/Maint		99.45	60,054.69
10/27/25	102725ach	Duke Energy	00 PATTERSON RD 9/5-10/3		280.95	59,773.74
10/28/25		5136 Stivender Surveying, Inc.	Wall Stakeout		1,545.00	58,228.74
10/28/25		5137 Prince & Sons Inc	Irrigation Repair		497.74	57,731.00
10/28/25		5133 Good Home Services, LLC	repairs/maint		310.00	57,421.00
10/28/25		5134 Good Home Services, LLC	repairs/maint		215.00	57,206.00
10/28/25		5140 Good Home Services, LLC	repairs/maint		200.00	57,006.00
10/28/25	102825ach	Duke Energy	0000 PATTERSON RD 9/6-10/6		166.11	56,839.89
10/28/25	102825ach	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL 9/6-10/6		388.90	56,450.99
10/28/25	102825ach2	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2A 09/6-10/6		425.45	56,025.54
10/28/25	102825ach	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2A 9-6-10-6		604.46	55,421.08
10/28/25	102825ach3	Duke Energy	000 OLSEN RD, LITE HGH MDW PH3 SL 9/6-10/6		702.83	54,718.25
10/28/25	102825ach4	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL 9/6-10/6		1,148.37	53,569.88

**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	53,404.88
10/29/25	102925ach	Duke Energy	1000 DUNLIN ST. SIGN A 9/6-10/6		24.17	53,380.71
10/30/25		5139 Good Home Services, LLC	repairs/maint		485.00	52,895.71
10/30/25	103025ach	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2B		584.03	52,311.68
10/30/25	051		To book FY 2025 excess fees received	5,521.11		57,832.79
10/31/25				206,282.35	172,705.11	57,832.79
11/1/25	110125ach	CITY OF DAVENPORT	Reference: 3 Highland Meadows Phase 3 Park, 9-5-10/4/25		19.54	57,813.25
11/1/25	110125ach2	CITY OF DAVENPORT	1019 Condor Dr Pool (9/5-10/4/25)		107.57	57,705.68
11/1/25	110125ach3	CITY OF DAVENPORT	1015 Condor Dr Cabana (9/5-10/4/25)		144.37	57,561.31
11/1/25	110125ach4	CITY OF DAVENPORT	3001 Golden Eagle Way (9/5-10/4/25)		42.82	57,518.49
11/3/25		5142 JCS Investigations	Security		6,220.00	51,298.49
11/3/25		5143 Anchor Stone Management, LLC	Management Fee		6,333.33	44,965.16
11/3/25	110325ACH	Duke Energy	990 Condor Dr Entry, ENTRANCE LIGHTS		26.19	44,938.97
11/3/25	110325ACH2	Duke Energy	2901 N 10th St Well,		32.49	44,906.48
11/3/25	110325ACH3	Duke Energy	600 Eaglecrest Dr,		32.49	44,873.99
11/3/25	110325ACH4	Duke Energy	2901 N 10th St Entry,		32.49	44,841.50
11/3/25	110325ACH5	Duke Energy	3950 N 10th St,		26.41	44,815.09
11/3/25	110325ACH7	Duke Energy	1200 Patterson Rd Lite, For service		26.19	44,788.90
11/3/25		11/3/25 Duke Energy	Reference: 108 Tanager St, Irrigation, 7/9-8/7/25		26.21	44,762.69
11/4/25			Funds Transfer	75,000.00		119,762.69
11/4/25		5144 Good Home Services, LLC	<Monument lighting		570.00	119,192.69
11/5/25		5146 Orkin	Pest Control-Monthly		104.00	119,088.69
11/7/25		5145 Good Home Services, LLC	repairs/maint		165.00	118,923.69
11/10/25		5147 Mele Environmental Services LLC	landscape monthly		16,208.33	102,715.36
11/10/25		5148 Good Home Services, LLC	remove broken metal bench		245.00	102,470.36
11/10/25		5149 Orkin	Pest Control-Monthly		104.00	102,366.36
11/10/25		5150 Shamrock First Baptist Church	Meeting Space October		100.00	102,266.36
11/10/25			Deposit	5,488.97		107,755.33
11/11/25		5151 Cooper Pools	Pool Repairs/Maint		48.13	107,707.20
11/11/25		5152 Kutak Rock LLP	Legal Services		3,745.50	103,961.70
11/11/25		5153 Kutak Rock LLP	Legal Services		4,412.00	99,549.70
11/11/25		5154 Danielle Fence	remaining blance		534.00	99,015.70
11/14/25			Deposit	1,515.46		100,531.16
11/17/25		5155 KIMLEY-HORN AND ASSOCIATES, INC.	Svcs through 4/30/25		2,107.69	98,423.47
11/17/25		5156 Southern Green Residential & Com Cleaning	Pool Bathroom maint		2,200.00	96,223.47
11/19/25		11/19/25 Bright House Networks	1015 Condor Dr. Haines City, FL. 33844, Nov		190.00	96,033.47
11/19/25	111925ACH	Duke Energy	541 Pheasant Dr Entry Lighting,		32.49	96,000.98
11/19/25	111925ACH2	Duke Energy	1015 Condor Dr,		1,630.46	94,370.52
11/21/25			Deposit	25,532.91		119,903.43
11/21/25	112125ACH	Duke Energy	0 PATTERSON RD Lite		842.93	119,060.50
11/23/25		5157 Stantec Consulting Services Inc	Engineering Services Period Ending 9.30.25		19,988.54	99,071.96
11/23/25		5158 Business Observer	Notice of special mtg		61.25	99,010.71
11/23/25		5159 Business Observer	notice of special mtg		41.56	98,969.15
11/23/25		5160 Kai Connected LLC	district mgt svcs/field svcs		8,549.68	90,419.47
11/23/25		5161 Deborah Galbraith	111825 bos mtg		200.00	90,219.47
11/23/25		5162 Kristen Anderson	bos mtg 111825		200.00	90,019.47
11/23/25		5163 Mario Munoz	111825 BOS MTG		200.00	89,819.47
11/23/25		5164 Marilyn Colon Arce	111825 BOS MTG		200.00	89,619.47
11/23/25		5165 Shamrock First Baptist Church	Meeting Space Nov		100.00	89,519.47
11/25/25		5166 Good Home Services, LLC	Hang Pool Sign		50.00	89,469.47
11/26/25			Deposit	21,270.67		110,740.14
11/30/25		5168 Business Observer	legal adv		286.56	110,453.58
11/30/25				128,808.01	76,187.22	110,453.58
12/1/25		5167 JCS Investigations	Security		5,180.00	105,273.58

**Highland Meadows II
Check Register
FY2026**

Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
12/1/25	120125ach	CITY OF DAVENPORT	3 hihglan meadows phase 3 park 10/5/25-11/4/25		22.34	105,251.24
12/1/25	120125ach2	CITY OF DAVENPORT	1019 Condor Dr Pool (10/5-11//4/25)		113.38	105,137.86
12/1/25	120125ach4	CITY OF DAVENPORT	1015 Condor Dr Cabana (10/5-11/4/25)		99.86	105,038.00
12/1/25	120125ach6	CITY OF DAVENPORT	3001 Golden Eagle Way (10/5-11/4/25		49.84	104,988.16
12/1/25	120125ach	Duke Energy	108 tanager st		32.50	104,955.66
12/1/25	120125ach2	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL		1,148.37	103,807.29
12/1/25	120125ach11	Duke Energy	000 OLSEN RD, LITE HGH MDW PH3 SL		702.83	103,104.46
12/1/25	120125ach12	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2B		584.03	102,520.43
12/1/25	120125ach13	Duke Energy	0000 PATTERSON RD		166.11	102,354.32
12/1/25	120125ACH14	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2A		604.46	101,749.86
12/1/25	120125ACH15	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL		388.90	101,360.96
12/1/25	120125ACH16	Duke Energy	00 PATTERSON RD		280.95	101,080.01
12/1/25	120125ACH17	Duke Energy	1000 DUNLIN ST. SIGN A		32.49	101,047.52
12/1/25	120125ACH18	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 4ASL		425.45	100,622.07
12/2/25	120025ACJ	Duke Energy	990 Condor Dr Entry, ENTRANCE LIGHTS		32.50	100,589.57
12/2/25	120225ACH1	Duke Energy	2901 N 10th St Well,		32.49	100,557.08
12/2/25	120225ACH3	Duke Energy	600 Eaglecrest Dr,		32.49	100,524.59
12/2/25	120225ACH4	Duke Energy	2901 N 10th St Entry,		32.48	100,492.11
12/2/25	120225ACH5	Duke Energy	3950 N 10th St,		32.49	100,459.62
12/2/25	120225ACH6	Duke Energy	1200 Patterson Rd Lite,		32.48	100,427.14
12/7/25	5171	ECS INTEGRATIONS LLC	cdvi maint		205.00	100,222.14
12/8/25	5172	Southern Green Residential & Com Cleaning	Pool Bathroom maint		2,200.00	98,022.14
12/8/25			Funds Transfer	75,000.00		173,022.14
12/8/25	5173	Orkin	Pest Control-Monthly		104.00	172,918.14
12/8/25			Deposit	77,572.54		250,490.68
12/12/25	5175	KIMLEY-HORN AND ASSOCIATES, INC.	Svcs through 5-31-25		7,709.02	242,781.66
12/12/25	5176	KIMLEY-HORN AND ASSOCIATES, INC.	Svcs through 06/30/25		745.28	242,036.38
12/13/25	5174	Anchor Stone Management, LLC	Management Fee prorated		3,064.52	238,971.86
12/15/25	5178	Joellen Dibrango	11-17-25 BOS MTG		200.00	238,771.86
12/16/25	121625ach	Duke Energy	1015 Condor Dr,		1,202.53	237,569.33
12/19/25	121925ach	Bright House Networks	1015 Condor Dr. Haines City, FL. 33844, Dec		190.00	237,379.33
12/19/25			Deposit	2,051,873.86		2,289,253.19
12/22/25	122225ach1	Duke Energy	0 PATTERSON RD Lite		842.93	2,288,410.26
12/22/25	5179	Haven Management Solutions, LLC	Management Services December 16th - 31st		3,268.82	2,285,141.44
12/22/25	5180	Deborah Galbraith	BOS MTG 12-15-23		200.00	2,284,941.44
12/22/25	5181	Joellen Dibrango	121523 BOS MTG		200.00	2,284,741.44
12/22/25	5182	Mario Munoz	121523 BOS MTG		200.00	2,284,541.44
12/22/25	5183	Kristen Anderson	121523 BOS MTG		200.00	2,284,341.44
12/26/25	122625ach1	Duke Energy	00 PATTERSON RD		280.95	2,284,060.49
12/29/25	122925ach	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL		1,148.37	2,282,912.12
12/29/25	122925ach3	Duke Energy	000 OLSEN RD, LITE HGH MDW PH3 SL		702.83	2,282,209.29
12/29/25	122925ach2	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2B		584.03	2,281,625.26
12/29/25	122925ach3	Duke Energy	0000 PATTERSON RD		166.11	2,281,459.15
12/29/25	122925ach5	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2A		604.46	2,280,854.69
12/29/25	122925ach6	Duke Energy	000 PATTERSON RD, LITE HM PH 6 SL		388.90	2,280,465.79
12/29/25	122925ach8	Duke Energy	1000 DUNLIN ST. SIGN A		32.49	2,280,433.30
12/29/25	122925ach8	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 4A		425.45	2,280,007.85
12/30/25	123025ach	Duke Energy	108 tanger st irrigation		32.49	2,279,975.36
12/30/25	5184	Good Home Services, LLC	Playground removal		400.00	2,279,575.36
12/30/25	5185	Good Home Services, LLC	Deposit for playground removal		3,175.00	2,276,400.36
12/31/25	123125ach1	Duke Energy	990 Condor Dr Entry, ENTRANCE LIGHT		32.50	2,276,367.86
12/31/25	123125ach2	Duke Energy	2901 N 10th St Well, May		32.49	2,276,335.37
12/31/25	123125ach5	Duke Energy	600 Eaglecrest Dr, May -		32.49	2,276,302.88
12/31/25	123125ach6	Duke Energy	2901 N 10th St Well,		32.49	2,276,270.39

Highland Meadows II
Check Register
FY2026

Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
12/31/25	123125ach6	Duke Energy	3950 N 10th St,		32.48	2,276,237.91
12/31/25	123125ach11	Duke Energy	1200 Patterson Rd Lite, For service		32.49	2,276,205.42
12/31/25			Deposit	26,050.27		2,302,255.69
12/31/25				2,230,496.67	38,694.56	2,302,255.69

EXHIBIT 9

[RETURN TO AGENDA](#)



Good Home Services LLC

538

Amount Due
\$90.00

Pay By
February 21, 2026

[View Invoice](#)

Mark Bernier sent you a message:

Thanks for using Good Home Services LLC! It was a pleasure to work for you!

You can review your Invoice on a secure webpage.

INVOICE SUMMARY

Service Date: January 07, 2026

Install Temporary Cover for Valve box at corner...

Total

\$90.00

\$90.00

[View PDF](#)

Good Home Services LLC

P: 407-989-8043

Goodhomeservicesllc@gmail.com

2674 Dixie Lane

Kissimmee FL

Deborah Galbraith
1-9-26

ESTIMATE SUMMARY


Service Date: January 09, 2026

Install Valve Box

Total

\$115.00

\$115.00

 View PDF

Good Home Services LLC

P: 407-969-8043

Goodhomeservicesllc@gmail.com

2674 Dixie Lane

Kissimmee FL

34744

Deborah Galbraith
1-9-2026

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Trouble seeing this email? Add us to your safe senders list

Deborah Galbraith <dgalbraithm2@gmail.com>
Draft To: Patricia Thibault <Patricia@havenmgtSol.com>

Fri, Jan 9, 2026 at 10:00 AM

Approved.
[Quoted text hidden]

EXHIBIT 10

[RETURN TO AGENDA](#)



sales@daniellefence.net

Location & Mailing Address: 4855 S.R. 60 W Mulberry, FL 33860

Phone: 863.425.3182 • 813.681.6181

www.DanielleFence.com



Sales Rep: Thom Simon	Estimate #: 2187	Date: 12/20/2025
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Name: Highland Meadows II CDD	
Jobsite Address: 617 Meadow Pointe Dr & 196 Tanager St	
City, State, Zip: Haines City, FL 33844	
Billing Address (City, State, Zip): 12051 Corporate Blvd, Orlando, FL 32817	
Primary Email: Patricia@AnchorstoneMgt.com	Secondary Email:
Primary Phone: 407-221-9153	Work Phone:
Mobile Phone:	Secondary Mobile Phone:

Project Description: <input type="checkbox"/> Fence <input type="checkbox"/> Kitchen <input type="checkbox"/> Pavers <input type="checkbox"/> Pergola <input type="checkbox"/> Other: _____			TOTAL \$
REPLACE 7" ALMOND LAKELAND PICKET			\$1,406.00
RE-INSTALL 2 - 7" ALMOND LAKELAND PICKETS			
REPLACE 1 - 1-3/4" X 5-1/2" ALMOND PVC BOTTOM RAIL			
RE-INSTALL 11 - 6" ALMOND PVC PICKETS AND 2 U-CHANNELS USING EXISTING MATERIALS ONSITE			
SUB TOTAL:			\$1,406.00
Project Options:	Approve	Decline	Amount
Quoted Leadtime:	Deposit: \$1,406.00	OPTIONS TOTAL:	\$0.00
<input type="checkbox"/> Cash/Check	(ALL DEBIT/ CREDIT CARD TRANSACTIONS WILL BE CHARGED AN ADDITIONAL 3% CONVENIENCE CHARGE ON TOTAL VALUE OF CONTRACT)	PROJECT TOTAL:	\$1,406.00
<input type="checkbox"/> Credit Card/Debit Card			
DEPOSIT:			\$1,406.00
• BALANCE DUE DOES NOT INCLUDE ANY DEBIT/ CREDIT CARD FEES THAT MAY BE CHARGED			*BALANCE DUE: \$0.00

Notes:

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-CONTRACTORS OR MATERIAL SUPPLIERS OR NEGLECTS TO MAKE OTHER LEGALLY REQUIRED PAYMENTS, THE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE PAID YOUR CONTRACT IN FULL IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY TO PROTECT YOURSELF, YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR CONTRACTOR IS REQUIRED TO PROVIDE YOU WITH A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A "NOTICE TO OWNER." FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT, WHENEVER A SPECIFIC PROBLEM ARISES YOU CONSULT AN ATTORNEY.

We hereby propose to furnish labor and materials completely in accordance with the above specifications for the sum of: Total price (includes tax) **\$1,406.00 (ALL DEBIT/CREDIT CARD TRANSACTIONS WILL BE CHARGED AN ADDITIONAL 3% PROCESSING FEE ON THE TOTAL VALUE OF CONTRACT)** When permit is required, permit fees and a \$35 service fee will be added to contracted price listed above.

Danielle Fence authorized representative

Name(printed)

ACCEPTANCE OF PROPOSAL/CONTRACT

The above prices, specifications and conditions are hereby ACCEPTED. See back for contract terms and conditions.

Home Owner or Authorized Representative:

Deborah Galbraith

Date:

1/12/2026



sales@daniellefence.net

Location & Mailing Address: 4855 S.R. 60 W Mulberry, FL 33860

S.R. 60 W Mulberry, FL 33860

Phone: 863.425.3182 • 813.681.6181

www.DanielleFence.com

Sales Rep: Thom Simon

Estimate #: 2187

Date: 12/20/2025

Name: Highland Meadows II CDD

Jobsite Address: 617 Meadow Pointe Dr & 196 Tanager St

City, State, Zip: Haines City, FL 33844

Billing Address (City, State, Zip): 12051 Corporate Blvd, Orlando, FL 32817

Primary Email: Patricia@AnchorstoneMgt.com

Secondary Email:

Primary Phone: 407-221-9153

Work Phone:

Mobile Phone:

Secondary Mobile Phone:

Subdivision:

Cross Street:

Contact: Patricia Thibault

KEYS & NOTES

YES NO

CONCRETE

☐ YES ☒ NO

MULTIPLE FENCE STYLES

☐ YES ☒ NO

SEPTIC/DRAINFIELD

☐ YES ☒ NO

POOL - OPEN

☐ YES ☒ NO

POOL - SCREENED

☐ YES ☒ NO

CORNER LOT

☐ YES ☒ NO

TEAR DOWN

☐ YES ☒ NO

FOOTAGE

☐ PVC

☐ Aluminum

☐ Wood

☐ Chainlink

APPROVALS

YES NO

PRIVATE UTILITIES

☐ YES ☒ NO

PERMIT REQUIRED

☐ YES ☒ NO

NOC REQ'D

(OVER \$2,500)

☐ YES ☒ NO

HOA OR POA

☐ YES ☒ NO

DANIELLE

☐ YES ☒ NO

HOMEOWNER

☐ YES ☒ NO

Begin without Approval

☐ YES ☒ NO

Wait for Approval

☐ YES ☒ NO

Materials:

REPLACE 7" ALMOND LAKELAND PICKET

RE-INSTALL 2 - 7" ALMOND LAKELAND PICKETS

REPLACE 1 - 1-3/4" X 5-1/2" ALMOND PVC BOTTOM RAIL

RE-INSTALL 11 6" ALMOND PVC PICKETS AND 2 U-CHANNELS USING EXISTING MATERIALS ONSITE

Project Options:

Notes:



A Replace 7" Almond Lakeland picket between posts 3 and 4

B Re-install 2 - 7" Almond Lakeland pickets

C Replace 1-3/4" X 5-1/2" Almond PVC bottom rail and re-install 11- 6" Almond pickets and 2 U-channels using existing materials on site



I hereby acknowledge that the above layout is approved for installation. Purchaser agrees to uncover and mark all underground lines and piping, including but not limited to property pins, conduit, private electrical, television, or data lines, water piping, septic piping or systems, and sprinkler systems. Purchaser agrees to pay Company the additional sum of Three Hundred and Fifty and no/100 dollars (\$350.00) for its mobilization costs in the event that Purchaser changes any of the following:

1. Changes to the Layout of time of installation where installers would need to leave premises and return.

2. Upon arrival of installation crew, job site is not ready for installation;

3. Upon arrival of installation crew, home owner has not obtained permissions and concessions on address referenced above. Customer will be invoiced for additional footage or items requested that were not part of the original contract. Purchaser is not liable for installation delays due to Acts of God.

4. Installation is cancelled or postponed due any of the above mentioned items or the client has not obtained homeowners association approval prior to installation resulting in installation interruption.

5. Fee is in addition to the cancellation terms and conditions.

6. If no survey is available at the time an estimate is provided the contracted linear footage and contract value is subject to change either upon receipt of a current survey or at the time of installation based on actual footage installed.

Home Owner or Authorized Representative: _____

Date: _____

Danielle Fence Manufacturing Co. - Sales & Installation Contract

DEFINITIONS

1. Company - Danielle Fence Manufacturing Company.
2. Purchaser - The person or entity executing this Contract.
3. Contract - This document, including attachments, when executed by the Company and the Purchaser.
4. Site - The address[es] where product is to be installed.
5. Installation - The sale, delivery and placement of Product on the Site by the Company.
6. Layout - Any portion of the Contract indicating the installation location and dimensions of the product[s] to be installed.
7. Product - All goods identified to this Contract and sold by the Company to Purchaser.
8. Sale - Over-the-counter sale of Product to any person or entity without agreement by the Company for Product installation.
9. Total Price - Unless otherwise indicated on the Contract, Total Price is the estimated price of the Sale or Installation of Product by the Company including taxes. The cost of Product is based upon estimates of the amount of Product required to fulfill the Contract. Purchaser will be invoiced or credited for any increase or decrease in the materials, no credit will be issued for waste or non-standard materials required for the company's full performance.

TERMS

1. This Contract will be in full force and effect upon execution by Company and Purchaser and Purchaser's payment of the required deposit.
2. The Company will perform all Installations in a workmanlike manner and in accordance with standard practices in the industry.
3. Purchaser will obtain any permission and concession necessary for Installation, including but not limited to those required by any homeowner's association. Purchaser's Initials DS
4. Permit fees are not included in contract pricing. Purchaser will be invoiced for any permit fees that are applicable. Any contracts that are not installed within 30 days of the original quote are subject to review for material cost increases.
5. Upon execution of this Contract all Product ordered herein shall be deemed accepted by the Purchaser, without right of rejection or revocation. Cancellation of Contract by Purchaser will result in forfeiture of all deposits paid.
6. All terms of the Contract are incorporated in the Contract and Purchaser has not been induced by any promises, explicit or implicit which are not contained therein.
7. Installation scheduling will take place upon receipt of Purchaser's plot plan (survey) or signed waiver thereof. The Company will verify by telephone the date and approximate time when the company will arrive at the Site for Installation. Purchaser will prepare the Site by ensuring that the fence line and property pins are marked at that date and time.
8. Purchaser agrees to pay Company the sum of Three Hundred and Fifty and no/100 Dollars (\$350.00) for its mobilization costs in the event that Purchaser changes any terms of this Contract; changes the Layout; upon arrival of installation crew, job site is not ready for Installation; does not prepare the Site for Installation; or does not obtain permissions and concessions referenced above. Customer will be invoiced for additional footage or items requested that were not part of the original contract. Purchaser is not liable for Installation delays due to Acts of God.
9. Purchaser waives and the Company disclaims all warranties of fitness for a particular purpose and merchantability.
10. Purchaser may not transfer or assign this Contract to any person or entity.
11. All proprietary rights and interest in this Sales & Installation Contract shall be vested in the Company, and all other rights including but without limitation, patent, registered design, copyright, trademark, service mark, connected with this Contract shall also be vested in the Company.

PERFORMANCE

1. Performance by the Company shall be complete upon either the Sale or Installation of Product.
2. Performance by the Purchaser shall be complete upon payment of the Total Price at the time of Sale or Installation.

PAYMENT

1. Purchaser will pay Company the outstanding balance of the Total Price at the time of Sale or Installation by Visa, Mastercard, American Express, Discover, cash, pre-approved personal check, cashier's check or money order by hand or US Mail to 4855 S.R. 60 W, Mulberry, Florida 33860. In the event that Purchaser does not pay the Total Price at the time of Sale or Installation it will pay interest on that amount at the rate of one-and-one-half percent per month (1.5% month).
2. The Company does not extend credit to any Purchaser.
3. Purchaser will have no title or right to possession of any Product provided by the Company until Purchaser pays the Total Price in full. Company retains all liens, including purchase money liens, on all Products until such time as Total Price has been paid.

MISCELLANEOUS

1. Non-liability - The Company does not guarantee or warrant Products which it does not install. By executing this Contract, the Purchaser waives any rights which it may have, now or in the future against the Company, its agents or suppliers for Product which fails after the Sale.
2. Underground facilities - Purchaser's Initials DS
 - (a) Purchaser will notify Contractor of all underground lines or piping on the Site.
 - (b) Purchaser will uncover and mark all underground lines and piping, including but not limited to conduit, private electrical or television lines, water piping, drain fields, sprinkler systems and septic systems.
 - (c) Purchaser will indemnify and hold the Company harmless for damage to underground cables, pipes, drain fields, septic systems, structures or other underground facilities located on the Site, whether owned by Purchaser or another, if damaged by Company in the course of performance of this contract.
 - (d) If the installation requires drilling through existing concrete or brick pavers, Company is not responsible for cracking or breakage.
3. Costs and Attorney's Fees - If Purchaser breaches the Contract the Company may remedy that breach using any remedies available under the laws of the State of Florida. In any action brought by the Company in connection with this Contract it will be entitled to recover from the Purchaser, all costs, including attorneys' fees, at the pre-trial, trial, post-trial and appellate levels.
4. Right of Repossession - In the event that Purchaser defaults in the payment of the Total Price for greater than ninety (90) days, the Company may, at its own election and without notice to Purchaser, reenter Purchaser's property and repossess all products provided under this Contract. Upon repossession, the Company will be entitled to all outstanding amounts and the costs of repossession, including labor and materials, attorneys' fees and pre- and Post-judgment interest at the highest rate permitted by Florida law.
5. Choice of Law - This Contract shall be governed by the laws of the State of Florida and the Courts of Polk County Florida shall have exclusive jurisdiction for the determination of all disputes arising thereunder.
6. Void or Voidable Provisions - This Contract shall remain in full force and effect if any provision herein is found to be void or voidable and in this instance the Contract shall be interpreted as though that provision were not incorporated herein.
7. Vinyl fence height listed on the contract includes two inches of ground clearance.

Purchaser Acknowledgment: _____

Deborah Galbraith

Date: 1/12/2026



I, _____ request "fence" to be installed on my property
at _____, and assume all responsibility for its placement, including
which way the fence will face (i.e. finished side in or finished side out).

Danielle Fence Mfg. Co., Inc. is not liable for the location and/or placement of this fence for one or
more of the following reasons (please check and initial all that apply):

- _____ No copies of a "current" Survey with a seal is available. If a copy is not made available the fence will be
installed as per signed contract layout drawing. Customer assumes **total** responsibility of cost if take down
and relocation is required.
- _____ Customer wants fence with finished side facing in.
- _____ Customer wants fence placed in a wetland or easement area.
- _____ Customer is aware fence is all or partially off property.
- _____ Customer selected a fence style that does not meet pool code.
- _____ Customer has not received HOA approval and accepts full responsibility for installation of the fence and
any cost of relocation of the fence.
- _____ Order materials and begin fabrication prior to approval with the full understanding
homeowner is responsible for all costs incurred.
- _____ Do not order materials or start fabrication until HOA is approved, understanding that the quoted lead-
time starts when we receive the written HOA Approval.

Additional comments or notes:

Signature: _____

Date: _____



Should you decide to have Danielle Fence Manufacturing install your fence, let us give you some helpful information on what is required and what to expect.

- ☐ Before proceeding with installation plans, we recommend you make yourself aware of the restrictions that may apply in your subdivision, city or county. What fence height is acceptable? What style, color or quality is acceptable? Are there any easements, wetlands or other restrictions that we should be aware of before installation? Upon request, Danielle Fence Manufacturing can assist the homeowner with filling out and submitting necessary paperwork for their Homeowners Association's approval.
- ☐ When considering whether a wood fence's finished side will face in or out, if the fence is to be located near an existing neighbor's fence, run alongside a hedge row or near any immovable structure, we must have 36" clearance between the finished side and any of these obstructions. PVC fence does not require this clearance, however, there should be adequate room in which to work.
- ☐ Is the proposed fence line clear? Are there any bushes, trees or roots to work around?
- ☐ How much clearance is acceptable between the bottom of your fence and the ground?
- ☐ Are there small animals? Do you need clearance for trimming grass? Depending on the terrain, it may not be possible to keep the clearance between the fence and the ground consistent?
- ☐ If there is a swimming pool, what gate hardware is required? Can the gate swing out according to code requirements? Will there be a swimming pool in the future?
- ☐ A 25% deposit, along with a signed copy of the contract on standard stock items will get your order processed and into our installation schedule. On non-standard items or custom orders we will require a 50% deposit to process your order. You may pay by cash, check, Visa, MasterCard, American Express or Discover. Your order will be processed only when both the deposit and the signed copy of the contract are received, even if we have a deposit and a verbal okay to proceed. The balance is due on the day of installation.
- ☐ Danielle Fence also requires a copy of your property survey/plot plan and the property pins located to insure the fence is placed on your property. If the property pins are not located, the homeowner must sign a release accepting responsibility for the fence location. It is customary for the fence to run 4 to 6 inches inside the property line.
- ☐ Danielle Fence takes responsibility for public utility locating. Danielle Fence will order a utility locator to mark electrical lines, cable TV lines, phone lines and gas lines. The utility locate company will not locate sprinkler, water lines, sewer lines or any lines that the property owner may have installed such as a gas line for a pool heater or electric line for a pool or water-well pump. In light of this, Danielle Fence will not assume any responsibility for damages to any underground items that may be damaged during installation.
- ☐ Once the utility locate has been ordered, you may or may not see flags/spray painted markings indicating underground utility lines. If you do and they are in conflict with the proposed fence line, please call us right away. FL State Law PROHIBITS any digging within 24 inches of public utility markers.
- ☐ Your installation date will be set the week prior to the week of your installation. Typically, that means you will be contacted late in the week confirming your installation for the following week. We ask that you're present for as much of the installation as possible, especially the first hour, to insure the installation foreman can go over the layout, which way the gates swing, their exact location and any other details that need attention. Any changes to the contract must be done in advance of the installation day and must be signed for approval.

Should you have any questions, please feel free to call and speak to any of our representatives. These items are just some of the items needed prior to purchasing a fence. For terms and conditions see your contract.

I have read and understand the above _____

Print name _____

