

District: HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Thursday, February 26, 2026

Time: 4:30 P.M.

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

ZOOM: [LINK***](#)

Meeting ID: 944 8883 0954

Passcode: 275232

CALL IN: +1 305 224 1968

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 Remediation Efforts
2. Discussion & Status of ADA Mat Repairs
3. Memorandum on Playground Project

EXHIBIT 1

B. District Attorney – Kutak Rock

1. Discussion of Polk Regional Water Cooperative Submitted Appraisals for Board Consideration - \$482,900

IV. Field Services Report

A. Presentation of the Highland Meadows II Field Report

EXHIBIT 2

B. Consideration of Proposals:

- ❖ Accurate Well Drillings - \$1,211.22 **EXHIBIT 3A**
- ❖ Mele Environmental – Irrigation Repairs - \$3,491.72 **EXHIBIT 3B**
- ❖ Mele Environmental – Branch Remvoa; - \$275 **EXHIBIT 3C**
- ❖ Erosion Repair Services (*to be distributed*) **EXHIBIT 3D**
- ❖ Pressure Wash Proposal – AVID - (*to be distributed*) **EXHIBIT 3E**

V. Administrative Matters

- A. Consideration for Acceptance– January 2026 Unaudited Financial Statements. **EXHIBIT 4**
- B. Consideration for Approval – The Meeting Minutes of the Regular Board of Supervisors Meeting Held December 15, 2026 (*to be distributed*) **EXHIBIT 5**
- C. Consideration for Approval - The Meeting Minutes of the Regular Board of Supervisors Meeting Held January 22, 2026 **EXHIBIT 6**
- D. Discussion of Spring Event at Amenity Center
- E. Ratifications: **EXHIBIT 7**
 - 1. Mele Environmental - Repairs - \$275
- F. Private Exempt Security Session **EXHIBIT 8**
- G. Consideration of Proposal from 813 Security Services

VI. District Manager

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

VIII. Supervisor Requests

IX. Adjournment

EXHIBIT 1

[RETURN TO AGENDA](#)

Meeting Notes

Pre-Construction Meeting

Project/File: Highland Meadows 2 – Playground Pre Construction Meeting
Date/Time: January 21, 2026/ 11:00 am
Location: Highland Meadows 2 – Amenity Center Playground Area

Attendees: Brady Ruselink - Game Time Representative
Braydon Woodcock, Stantec Consulting Services

Pre-Construction Meeting Summary of Action Items.

1. Stantec to obtain proposal for removal of excess material from digging footings etc. Approximately 10 CY of fill. Game Time stated that they are not going to remove excess fill from the site.
2. Removal of existing playground by CDD. Completed.
3. Game Time representatives stated that the existing southwest pole support for the shade sails are out of alignment. Game Time stated that it appears that the pole is approximately 16" of out alignment. Through bolt at top of structure has put small holes in the existing fabric. Brady recommended that we do not replace the fabric unless we repair the existing pole that is out of alignment. Brady mentioned that the cost to remove the existing pole, foundation and reset the pole is approximately \$15,000.
4. Installation is scheduled for February 23, 2026.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Thanks,

STANTEC CONSULTING SERVICES INC.

Braydon Woodcock

Phone: (352) 346-2957
Braydon.woodcock@stantec.com

EXHIBIT 2

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Haven Management Solutions - Highland Meadows II

Monthly Maintenance Inspection Report

Area: Pool and Park

Month: February

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	9	
Turf Fertility - Bahia - Naturally dormant (brown) in the winter. Color & Growth Density		15	10	Turf dying after freeze
Turf Fertility - Non Bahia - Color and Growth Density		15	10	Turf dying after freeze
Turf Areas - Weed Control		10	9	
Bed Weed Control		10	9	
Shrub & Plant Pruning & Shape - Deadheading & Appearance		10	5	Shrub and plant material dying after freeze
Shrub Fertility & Vitality		10	5	Shrub and plant material dying after freeze
Debris & Trash Management		10	9	
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% : 80 or lower	74%	100	74	
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	15	
Total Points Other Landscape Items - Failure is at 90%: 45 or lower	90%	50	45	
Other Landscape Supplemental Items				Notes
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule		10	7	Plant material dying after freeze
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule		10	10	
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		NA
Pond Debris & Trash in Pond and On Pond Bank		50		NA
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	8	
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	
Total Points Amenity Center Inspection. Failure is at 80%				



Playground install in progress



Playground install in progress



Old playground staged in soccer field



Bushes around the front of clubhouse dying from past freeze



Washout / Erosion of dirt on trees behind the pool



Washout / Erosion of dirt on trees behind the pool

EXHIBIT 3A

[RETURN TO AGENDA](#)



Accurate Drilling Solutions
9507 Palm River Road
Tampa, FL 33619

Phone: (813) 643-6161
accurate3drilling@gmail.com
accurate4.com

Bill to
co/Haven Management Solutions
255 Primera Blvd, Suite 160
Lake Mary, FL 32746

Ship to
Highland Meadow II CDD Sanderling Pump
2301 Sanderling St.
Haines City, fl 33844

Quote #: q5135

Quote Date: 2/11/2026

Item	Description	Quantity	Price	Amount
PSR - 52 Start Relay	Hunter PSR - 52 Start Relay	1	\$277.22	\$277.22
2 HP Stand 230v / 1PH	2 HP Grundfos Standard Control Box 230v / 1PH	1	\$479.00	\$479.00
Technician Hourly Service Rate	Technician Hourly Service Rate	2	\$165.00	\$330.00
Misc Fee	Misc Fittings	1	\$125.00	\$125.00
Subtotal:				\$1,211.22
Total:				\$1,211.22

Note:

--Well Quotes are based on an estimated depth and Casing amount determined by wells near your address. Actual charges will be based on actual depth of well and amount of casing used.

--Pump Replacement Quotes: Drop Pipe and Wire footage may vary +/- slightly as our estimate is based on construction data of your well. The actual drop pipe and wire requirements can change with time as static water depths can change.

--Access to Well / Pump Area: Accurate Drilling Solutions is not responsible for damage to Driveways, sidewalks, grass and other obstacles in pathway to well / pump area. Accurate Drilling Solutions will do it's best not to damage sidewalks, grass and other obstacles, but cannot guarantee damage will not occur.

--Well Abandonments: Actual number of bags can vary. Additional Bags required will be charged at \$25.00/Bag

EXHIBIT 3B

[RETURN TO AGENDA](#)

Mele Environmental Services LLC

8911 pine grove dr

Lakeland, FL 33809 US

+18633275693

mele.environmental@gmail.com

<http://www.lakelandlawnmaintenance.com>

Estimate

ADDRESS

Highland Meadows II CDD

ESTIMATE # 1172**DATE 01/26/2026**

ACTIVITY	QTY	RATE	AMOUNT
Irrigation IRRIGATION INSPECTION: Upon opening timer to plug in remote. No power to screen. Noticed fuse burnt. Replaced fuse. No power still. Opened and released bar to remove power module. Noticed burn marks on tabs. Up for replacement for ADM-99 Module for 2 wire ACC controller. This timer powers over 50+ zones. Had to manually turn on valves to inspect sprinklers. Price is with installation.	1	1,682.32	1,682.32
Irrigation IRRIGATION INSPECTION: Zone 8 valve needs rebuilt internals and new bonnet top to function properly again.	1	592.44	592.44
Irrigation IRRIGATION INSPECTION Zone 21 valve screws have pulled threads on bottom half of valve, unable to secure back down properly. It is leaking a lot. Needs to be completely replaced with new 1" 1/2 valve and repiped.	1	821.70	821.70
Irrigation IRRIGATION INSPECTION: (39) nozzles and filters need replaced on sprinkler heads from zones 1-28 \$292.50	1	395.26	395.26

ACTIVITY	QTY	RATE	AMOUNT
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Irrigation Valve box 12"x24" needs replaced. Someone has ran over it with a truck. (NOTE: we replaced it today. Due to the danger.) \$102.76

Please do not send ACH, PayPal, or Credit Cards payments through Quickbooks. Please send checks to Mele Environmental Services 8911 Pine Grove Dr Lakeland Fl, 33809 NOTE: Inspection cannot be completed until these items are fixed. This is what we found so far.	TOTAL	\$3,491.72
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Accepted By

Accepted Date

EXHIBIT 3C

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EXHIBIT 3D

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EXHIBIT 3E

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EXHIBIT 4

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Highland Meadows II Community Development District

**Summary Financial Statements
(Unaudited)**

January 31, 2026

Highland Meadows II
Balance Sheet
January 31, 2026

	General Fund	Reserve Fund	Debt Service Funds	Capital Project Funds	Total
1 Assets:					
2 Cash - Operating Account BU	\$ -	\$ -	\$ -	\$ -	\$ -
3 Cash - Money Market Account	2,207,933	506,384	-	-	2,714,317
4 Cash - Money Market Account-Restricted Cash		-	-	-	-
5 Cash - Operating Account South State	243,952	-		-	243,952
6 Cash - Reserve Fund					
7 Investments:					
8 Revenue Trust Fund	-	-	599,330	-	599,330
9 Interest Fund	-	-	-	-	-
10 Debt Service Reserve Fund	-	-	718,250	-	718,250
11 Prepayment Fund	-	-	1,630	-	1,630
12 Optional Redemption	-	-	10	-	10
13 Acquisition and Construction	-	-	-	495,140	495,140
13 On Roll Assessments Receivable	21,725	-	25,340	-	47,065
14 Accounts Receivable	-	-	-	-	-
15 Due from Other Funds	-	-	-	-	-
16 Due from General Fund	-	-	1,200,396	15,818	1,216,214
16 Deposits	2,390	-	-	-	2,390
17 Prepaid Items	14,635	-	-	-	14,635
18 Total Assets	\$ 2,490,635	\$ 506,384	\$ 2,544,955	\$ 510,958	\$ 6,052,931
19 Liabilities:					
20 Accounts Payable	\$ 10,926	\$ -	\$ -	\$ -	\$ 10,926
21 Sales Tax Payable	10	-	-	-	10
22 Accrued Payable	-	-	-	-	-
23 Deferred Revenue	21,725	-	25,340		47,065
24 Due to Capital Projects	15,818	-	-	-	15,818
25 Due to Debt Service	1,200,396	-	-	-	1,200,396
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	-	-	2,519,615	510,958	3,030,573
35 Net Change in Fund Balance	757,013	-	-	-	757,013
35 Total Liabilities & Fund Balance	\$ 2,490,635	\$ 506,384	\$ 2,544,955	\$ 510,958	\$ 6,052,931

Highland Meadows II
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through January 31, 2026

	Adopted Budget	Budget Year to Date	Actual Year to Date	Variance (Over)/Under Budget
1 Revenues:				
2 Special Assessments	\$ 1,048,025	\$ 838,420	\$ 1,026,301	\$ 187,881
3 Interest Income	-	-	8,754	8,754
4 Miscellaneous Revnue	-	-	761	761
5 Fund Balance Forward	10,000	-	-	-
6 Total Revenues	1,058,025	838,420	1,035,816	197,396
7 Expenditures:				
8 Financial & Administrative				
9 Supervisor Compensation	24,000	8,000	3,600	4,400
10 District Management	51,800	17,267	20,324	(3,058)
11 District Engineer	20,000	6,667	-	6,667
12 Dissimination Agent	7,000	2,333	1,449	884
13 Trustee Fees	26,787	8,929	12,000	(3,071)
17 Dues, Licenses & Fees	175	175	175	-
14 Auditing Services	4,000	1,333	-	1,333
15 Arbitrage Rebate Calculation	2,700	900	-	900
16 Public Officials Liability Insurance	3,214	3,214	-	3,214
17 Legal Advertising	3,000	1,000	-	1,000
18 Website Hosting, Maintenance & Backup	2,015	672	-	672
19 Miscellaneous Fees	-	-	405	(405)
20 Tax Collector/Property Appraiser Fee	22,027	22,027	24,154	(2,127)
21 Postage & Delivery	1,000	333	-	333
22 Assessment Roll	5,200	1,733	1,076	657
23 Administrative Contingency	6,500	2,167	-	2,167
24 District Counsel	40,000	13,333	8,556	4,778
25 Total Financial & Administrative	219,418	90,083	71,739	18,345
26 Security Operations				
27 Security Services & Patrol	55,000	18,333	22,320	(3,987)
28 Access Control Maintenance & Repair	5,000	1,667	1,875	(208)
29 Total Security Operations	60,000	20,000	24,195	(4,195)
30 Utilities				
31 Utility Services	28,000	9,333	844	8,489
32 Utility - Streetlights	70,000	23,333	19,784	3,550
33 Utility Services	6,000	2,000	961	1,039
34 Total Utilities	104,000	34,667	21,588	13,078

Highland Meadows II
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through January 31, 2026

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	64,000	64,625	(625)
39 Irrigation Maintenance and Repair	16,000	5,333	1,283	4,051
40 Landscape - Fertilizer	36,000	12,000	-	12,000
41 Landscape Replacement Plants & Shrubs	30,000	10,000	-	10,000
42 Miscellaneous Expenditure	5,000	1,667	1,200	467
43 Maintenance Repairs	11,976	3,992	10,267	(6,275)
44 Sidewalk Maintenance & Repair	8,000	2,667	-	2,667
45 Capital Projects	15,000	5,000	-	5,000
46 Field Services	12,000	4,000	2,484	1,516
47 Total Other Physical Environment	365,601	144,284	116,501	31,783

48 Parks & Recreation

49 Pool Services Contract	63,600	21,200	19,236	1,964
50 Amenity Facility Janitorial Service Contract	21,600	7,200	11,308	(4,108)
51 Telephone, Internet, Cable	3,000	1,000	760	240
52 Maintenance & Repairs	13,807	4,602	424	4,178
53 Pest Control & Termite Bond	1,500	500	312	188
54 Miscellaneous Expenditure	5,000	1,667	12,460	(10,793)
55 Office Supplies	500	167	280	(114)
56 Total Parks & Recreation	109,007	36,336	44,780	(8,445)

57 Total Expenditures before other financing sources (uses)

858,026	325,369	278,803	50,566
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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

-	513,051	757,013	247,963
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65 Fund Balance - Beginning

Increase In Emergency Reserves	-
Decrease in Fund Balance Forward	-

66 Fund Balance - Ending

\$ 1,241,761

**Highland Meadows II
Capital Reserve Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through January 31, 2026**

	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 Other Sources (Uses)		
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 January 31, 2026

	Adopted Budget	Actual Year to Date
1 Revenues:		
2 Special Assessments	\$ 1,222,442	\$ 1,197,102
3 Interest	-	20,207
4 Total Revenues	1,222,442	1,217,308
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 souces (uses)	1,222,442	697,933
10 Excess Expenditures Over (Under) Revenues	-	519,376
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	-	\$ 2,519,616.35

**Highland Meadows II
Capital Project Funds
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through January 31, 2026**

	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
January 31, 2026**

Balance per Bank Statement	\$	2,239,083.75
Plus: Deposits in Transit		-
		-
Less: Outstanding Checks		(31,150.79)
	\$	2,207,932.96

Beginning Balance	\$	2,302,223.20
Receipts		14,098.31
Disbursements		(108,388.55)
<i>Balance per Book</i>	\$	2,207,932.96

**Highland Meadows II
Check Register
FY2026**

Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
9/30/2025			Beginning Balance	\$ -	\$ -	\$ 24,255.55
10/1/2025		5100 Anchor Stone Management, LLC	Management Fee		6,333.33	17,922.22
10/1/2025		5101 PEREZ-CALHOUN LAW FIRM, P.A.	District Counsel		9,130.00	8,792.22
10/1/2025			Funds Transfer	50,000.00		58,792.22
10/1/2025		5102 ECS INTEGRATIONS LLC	camera mgmt		280.00	58,512.22
10/1/2025		5103 ECS INTEGRATIONS LLC	access control		555.00	57,957.22
10/1/2025		5104 Prince & Sons Inc	Oct Landscape Maint		16,000.00	41,957.22
10/1/2025		5105 Cooper Pools	Monhthly Pool Maint		4,600.00	37,357.22
10/1/2025		5106 JCS Investigations	Security		6,140.00	31,217.22
10/2/2025	10025ach	Duke Energy	600 Eaglecrest Dr, 8/9-9/9/25		32.48	31,184.74
10/2/2025	10025ach2	Duke Energy	2901 N 10th St Well, 8/9-9/9/25		32.48	31,152.26
10/2/2025	1002525ach	Duke Energy	2901 N 10th St Entry, 8/9-9/9/25		32.50	31,119.76
10/2/2025			Funds Transfer	100,000.00		131,119.76
10/2/2025		5110 Advanced Drainage Solutions	Repairs/Maint		4,200.00	126,919.76
10/3/2025			Deposit	761.24		127,681.00
10/7/2025		5112 Southern Green Residential & Com Cleaning	Pool Bathroom maint		2,200.00	125,481.00
10/8/2025		5113 Prince & Sons Inc	Irrigation Repair		733.22	124,747.78
10/9/2025			Service Charge		4.88	124,742.90
10/10/2025		5114 Good Home Services, LLC	Replace lightbulbs in restrooms		250.00	124,492.90
10/10/2025		5123 Danielle Fence	repair work-fence		5,725.00	118,767.90
10/13/2025		5116 Orkin	Pest Control-Monthly		104.00	118,663.90
10/14/2025		5115 Advanced Drainage Solutions	Repairs/Maint		39,150.00	79,513.90
10/15/2025		5117 POLK COUNTY PROPERTY APPRAISER	Property Appraiser		24,153.91	55,359.99
10/15/2025		5118 Mele Environmental Services LLC	Bush Hogging Services		1,200.00	54,159.99
10/15/2025	10/15/2025	Florida Dept of Economic Opportunity	Special District Filling Fee. FY 2026		175.00	53,984.99
10/17/2025	101725ach	Duke Energy	541 Pheasant Dr Entry Lighting, 8/26-9/26		26.24	53,958.75
10/17/2025	101725ach	Duke Energy	1015 Condor Dr, 8/26-9/24		1,295.23	52,663.52
10/20/2025		5119 Shamrock First Baptist Church	Meeting Space		100.00	52,563.52
10/20/2025		5120 Danielle Fence	take down/removal 24" danamaged almond		1,602.00	50,961.52
10/20/2025		5121 House Doctors	Malfunction valve for urinal		424.45	50,537.07
10/20/2025	10/20/2025	Bright House Networks	1015 Condor Dr. Haines City, FL. 33844, Oct		190.00	50,347.07
10/21/2025	102125ach	Duke Energy	0 PATTERSON RD Lite 8/29-9/29		842.93	49,504.14
10/22/2025		5122 Good Home Services, LLC	Fence removal		1,020.00	48,484.14
10/23/2025			Funds Transfer	50,000.00		98,484.14
10/23/2025		5124 Egis Insurance Advisors LLC	Policy 100125206		36,642.00	61,842.14
10/26/2025		5125 Deborah Galbraith	10-23-25 BOS MTG		200.00	61,642.14
10/26/2025		5126 Kristen Anderson	10-23-25 BOS MTG		200.00	61,442.14
10/26/2025		5127 Mario Munoz	10-23-25 BOS MTG		200.00	61,242.14
10/26/2025		5128 Marilyn Colon Arce	10-23-25 BOS MTG		200.00	61,042.14
10/26/2025		5129 Joellen Dibrango	10-23-25 BOS MTG		200.00	60,842.14
10/26/2025		5130 Cooper Pools	Pool Repairs/Maint		688.00	60,154.14
10/26/2025		5131 Cooper Pools	Pool Repairs/Maint		99.45	60,054.69
10/27/2025	102725ach	Duke Energy	00 PATTERSON RD 9/5-10/3		280.95	59,773.74
10/28/2025		5136 Stivender Surveying, Inc.	Wall Stakeout		1,545.00	58,228.74
10/28/2025		5137 Prince & Sons Inc	Irrigation Repair		497.74	57,731.00
10/28/2025		5133 Good Home Services, LLC	repairs/maint		310.00	57,421.00
10/28/2025		5134 Good Home Services, LLC	repairs/maint		215.00	57,206.00
10/28/2025		5140 Good Home Services, LLC	repairs/maint		200.00	57,006.00
10/28/2025	102825ach	Duke Energy	0000 PATTERSON RD 9/6-10/6		166.11	56,839.89
10/28/2025	102825ach	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL 9/6-10/6		388.90	56,450.99
10/28/2025	102825ach2	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2A 09/6-10/6		425.45	56,025.54
10/28/2025	102825ach	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2A 9-6-10-6		604.46	55,421.08
10/28/2025	102825ach3	Duke Energy	000 OLSEN RD, LITE HGH MDW PH3 SL 9/6-10/6		702.83	54,718.25
10/28/2025	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
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Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
10/29/2025		5132 Good Home Services, LLC	repairs/maint		165.00	53,404.88
10/29/2025	102925ach	Duke Energy	1000 DUNLIN ST. SIGN A 9/6-10/6		24.17	53,380.71
10/30/2025		5139 Good Home Services, LLC	repairs/maint		485.00	52,895.71
10/30/2025	103025ach	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2B		584.03	52,311.68
10/30/2025	051		To book FY 2025 excess fees received	5,521.11		57,832.79
10/31/2025				206,282.35	172,705.11	57,832.79
11/1/2025	110125ach	CITY OF DAVENPORT	Reference: 3 Highland Meadows Phase 3 Park, 9-5-10/4/25		19.54	57,813.25
11/1/2025	110125ach2	CITY OF DAVENPORT	1019 Condor Dr Pool (9/5-10/4/25)		107.57	57,705.68
11/1/2025	110125ach3	CITY OF DAVENPORT	1015 Condor Dr Cabana (9/5-10/4/25)		144.37	57,561.31
11/1/2025	110125ach4	CITY OF DAVENPORT	3001 Golden Eagle Way (9/5-10/4/25)		42.82	57,518.49
11/3/2025		5142 JCS Investigations	Security		6,220.00	51,298.49
11/3/2025		5143 Anchor Stone Management, LLC	Management Fee		6,333.33	44,965.16
11/3/2025	110325ACH	Duke Energy	990 Condor Dr Entry, ENTRANCE LIGHTS		26.19	44,938.97
11/3/2025	110325ACH2	Duke Energy	2901 N 10th St Well,		32.49	44,906.48
11/3/2025	110325ACH3	Duke Energy	600 Eaglecrest Dr,		32.49	44,873.99
11/3/2025	110325ACH4	Duke Energy	2901 N 10th St Entry,		32.49	44,841.50
11/3/2025	110325ACH5	Duke Energy	3950 N 10th St,		26.41	44,815.09
11/3/2025	110325ACH7	Duke Energy	1200 Patterson Rd Lite, For service		26.19	44,788.90
11/3/2025		11/3/2025 Duke Energy	Reference: 108 Tanager St, Irrigation,7/9-8/7/25		26.21	44,762.69
11/4/2025			Funds Transfer	75,000.00		119,762.69
11/4/2025		5144 Good Home Services, LLC	<Monument lighting		570.00	119,192.69
11/5/2025		5146 Orkin	Pest Control-Monthly		104.00	119,088.69
11/7/2025		5145 Good Home Services, LLC	repairs/maint		165.00	118,923.69
11/10/2025		5147 Mele Environmental Services LLC	landscape monthly		16,208.33	102,715.36
11/10/2025		5148 Good Home Services, LLC	remove broken metal bench		245.00	102,470.36
11/10/2025		5149 Orkin	Pest Control-Monthly		104.00	102,366.36
11/10/2025		5150 Shamrock First Baptist Church	Meeting Space October		100.00	102,266.36
11/10/2025			Deposit	5,488.97		107,755.33
11/11/2025		5151 Cooper Pools	Pool Repairs/Maint		48.13	107,707.20
11/11/2025		5152 Kutak Rock LLP	Legal Services		3,745.50	103,961.70
11/11/2025		5153 Kutak Rock LLP	Legal Services		4,412.00	99,549.70
11/11/2025		5154 Danielle Fence	remaining blance		534.00	99,015.70
11/14/2025			Deposit	1,515.46		100,531.16
11/17/2025		5155 KIMLEY-HORN AND ASSOCIATES, INC.	Svcs through 4/30/25		2,107.69	98,423.47
11/17/2025		5156 Southern Green Residential & Com Cleaning	Pool Bathroom maint		2,200.00	96,223.47
11/19/2025		11/19/2025 Bright House Networks	1015 Condor Dr. Haines City, FL. 33844, Nov		190.00	96,033.47
11/19/2025	111925ACH	Duke Energy	541 Pheasant Dr Entry Lighting,		32.49	96,000.98
11/19/2025	111925ACH2	Duke Energy	1015 Condor Dr,		1,630.46	94,370.52
11/21/2025			Deposit	25,532.91		119,903.43
11/21/2025	112125ACH	Duke Energy	0 PATTERSON RD Lite		842.93	119,060.50
11/23/2025		5157 Stantec Consulting Services Inc	Engineering Services Period Ending 9.30.25		19,988.54	99,071.96
11/23/2025		5158 Business Observer	Notice of special mtg		61.25	99,010.71
11/23/2025		5159 Business Observer	notice of special mtg		41.56	98,969.15
11/23/2025		5160 Kai Connected LLC	district mgt svcs/field svcs		8,549.68	90,419.47
11/23/2025		5161 Deborah Galbraith	111825 bos mtg		200.00	90,219.47
11/23/2025		5162 Kristen Anderson	bos mtg 111825		200.00	90,019.47
11/23/2025		5163 Mario Munoz	111825 BOS MTG		200.00	89,819.47
11/23/2025		5164 Marilyn Colon Arce	111825 BOS MTG		200.00	89,619.47
11/23/2025		5165 Shamrock First Baptist Church	Meeting Space Nov		100.00	89,519.47
11/25/2025		5166 Good Home Services, LLC	Hang Pool Sign		50.00	89,469.47
11/26/2025			Deposit	21,270.67		110,740.14
11/30/2025		5168 Business Observer	legal adv		286.56	110,453.58
11/30/2025				128,808.01	76,187.22	110,453.58
12/1/2025		5167 JCS Investigations	Security		5,180.00	105,273.58

**Highland Meadows II
Check Register
FY2026**

Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
12/1/2025	120125ach	CITY OF DAVENPORT	3 hihgland meadows phase 3 park 10/5/25-11/4/25		22.34	105,251.24
12/1/2025	120125ach2	CITY OF DAVENPORT	1019 Condor Dr Pool (10/5-11//4/25)		113.38	105,137.86
12/1/2025	120125ach4	CITY OF DAVENPORT	1015 Condor Dr Cabana (10/5-11/4/25)		99.86	105,038.00
12/1/2025	120125ach6	CITY OF DAVENPORT	3001 Golden Eagle Way (10/5-11/4/25		49.84	104,988.16
12/1/2025	120125ach	Duke Energy	108 tanager st		32.50	104,955.66
12/1/2025	120125ach2	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL		1,148.37	103,807.29
12/1/2025	120125ach11	Duke Energy	000 OLSEN RD, LITE HGH MDW PH3 SL		702.83	103,104.46
12/1/2025	120125ach12	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2B		584.03	102,520.43
12/1/2025	120125ach13	Duke Energy	0000 PATTERSON RD		166.11	102,354.32
12/1/2025	120125ACH14	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2A		604.46	101,749.86
12/1/2025	120125ACH15	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL		388.90	101,360.96
12/1/2025	120125ACH16	Duke Energy	00 PATTERSON RD		280.95	101,080.01
12/1/2025	120125ACH17	Duke Energy	1000 DUNLIN ST. SIGN A		32.49	101,047.52
12/1/2025	120125ACH18	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 4ASL		425.45	100,622.07
12/2/2025	120025ACJ	Duke Energy	990 Condor Dr Entry, ENTRANCE LIGHTS		32.50	100,589.57
12/2/2025	120225ACH1	Duke Energy	2901 N 10th St Well,		32.49	100,557.08
12/2/2025	120225ACH3	Duke Energy	600 Eaglecrest Dr,		32.49	100,524.59
12/2/2025	120225ACH4	Duke Energy	2901 N 10th St Entry,		32.48	100,492.11
12/2/2025	120225ACH5	Duke Energy	3950 N 10th St,		32.49	100,459.62
12/2/2025	120225ACH6	Duke Energy	1200 Patterson Rd Lite,		32.48	100,427.14
12/7/2025		5171 ECS INTEGRATIONS LLC	cdvi maint		205.00	100,222.14
12/8/2025		5172 Southern Green Residential & Com Cleaning	Pool Bathroom maint		2,200.00	98,022.14
12/8/2025			Funds Transfer	75,000.00		173,022.14
12/8/2025		5173 Orkin	Pest Control-Monthly		104.00	172,918.14
12/8/2025			Deposit	77,572.54		250,490.68
12/12/2025		5175 KIMLEY-HORN AND ASSOCIATES, INC.	Svcs through 5-31-25		7,709.02	242,781.66
12/12/2025		5176 KIMLEY-HORN AND ASSOCIATES, INC.	Svcs through 06/30/25		745.28	242,036.38
12/13/2025		5174 Anchor Stone Management, LLC	Management Fee prorated		3,064.52	238,971.86
12/15/2025		5178 Joellen Dibrango	11-17-25 BOS MTG		200.00	238,771.86
12/16/2025	121625ach	Duke Energy	1015 Condor Dr,		1,202.53	237,569.33
12/16/2025		12/16/2026 Duke Energy	541 Pheasant Dr Entry Lighting,		32.49	237,536.84
12/19/2025	121925ach	Bright House Networks	1015 Condor Dr. Haines City, FL. 33844, Dec		190.00	237,346.84
12/19/2025			Deposit	2,051,873.86		2,289,220.70
12/22/2025	122225ach1	Duke Energy	0 PATTERSON RD Lite		842.93	2,288,377.77
12/22/2025		5179 Haven Management Solutions, LLC	Management Services December 16th - 31st		3,268.82	2,285,108.95
12/22/2025		5180 Deborah Galbraith	BOS MTG 12-15-23		200.00	2,284,908.95
12/22/2025		5181 Joellen Dibrango	121523 BOS MTG		200.00	2,284,708.95
12/22/2025		5182 Mario Munoz	121523 BOS MTG		200.00	2,284,508.95
12/22/2025		5183 Kristen Anderson	121523 BOS MTG		200.00	2,284,308.95
12/26/2025	122625ach1	Duke Energy	00 PATTERSON RD		280.95	2,284,028.00
12/29/2025	122925ach	Duke Energy	000 PATTERSON RD, LITE HM PH 5 SL		1,148.37	2,282,879.63
12/29/2025	122925ach3	Duke Energy	000 OLSEN RD, LITE HGH MDW PH3 SL		702.83	2,282,176.80
12/29/2025	122925ach2	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2B		584.03	2,281,592.77
12/29/2025	122925ach3	Duke Energy	0000 PATTERSON RD		166.11	2,281,426.66
12/29/2025	122925ach5	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 2A		604.46	2,280,822.20
12/29/2025	122925ach6	Duke Energy	000 PATTERSON RD, LITE HM PH 6 SL		388.90	2,280,433.30
12/29/2025	122925ach8	Duke Energy	1000 DUNLIN ST. SIGN A		32.49	2,280,400.81
12/29/2025	122925ach8	Duke Energy	0 N 10TH ST, LITE HIGHLAND MDWS PH 4A		425.45	2,279,975.36
12/30/2025	123025ach	Duke Energy	108 tanger st irrigation		32.49	2,279,942.87
12/30/2025		5184 Good Home Services, LLC	Playground removal		400.00	2,279,542.87
12/30/2025		5185 Good Home Services, LLC	Deposit for playground removal		3,175.00	2,276,367.87
12/31/2025	123125ach1	Duke Energy	990 Condor Dr Entry, ENTRANCE LIGHT		32.50	2,276,335.37
12/31/2025	123125ach2	Duke Energy	2901 N 10th St Well, May		32.49	2,276,302.88
12/31/2025	123125ach5	Duke Energy	600 Eaglecrest Dr, May -		32.49	2,276,270.39

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Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
12/31/2025	123125ach6	Duke Energy	2901 N 10th St Well,		32.49	2,276,237.90
12/31/2025	123125ach6	Duke Energy	3950 N 10th St,		32.48	2,276,205.42
12/31/2025	123125ach11	Duke Energy	1200 Patterson Rd Lite, For service		32.49	2,276,172.93
12/31/2025			Deposit	26,050.27		2,302,223.20
12/31/2025				2,230,496.67	38,727.05	2,302,223.20
1/1/2026	010126ach	CITY OF DAVENPORT	3 hihgland meadows phase 3 park 11/5-12/4/25		22.34	2,302,200.86
1/1/2026	010126ach3	CITY OF DAVENPORT	1019 Condor Dr Pool (11/5-12/4/25)		110.00	2,302,090.86
1/1/2026	010126ach3	CITY OF DAVENPORT	1015 Condor Dr Cabana (11/5-12/4/25)		178.87	2,301,911.99
1/1/2026	010126ach4	CITY OF DAVENPORT	3001 Golden Eagle Way (11/5-12/4/25)		49.84	2,301,862.15
1/1/2026		5187 ECS INTEGRATIONS LLC	camera mgmt		280.00	2,301,582.15
1/1/2026		5188 ECS INTEGRATIONS LLC	access control		555.00	2,301,027.15
1/1/2026		5189 Mele Environmental Services LLC	landscape monthly		16,208.33	2,284,818.82
1/1/2026		5190 Mele Environmental Services LLC	landscape monthly		16,208.33	2,268,610.49
1/1/2026		5195 Haven Management Solutions, LLC	January Management Services		6,333.33	2,262,277.16
1/4/2026		5191 Cooper Pools	Monhthly Pool Maint		4,600.00	2,257,677.16
1/4/2026		5192 Cooper Pools	Monhthly Pool Maint		4,600.00	2,253,077.16
1/5/2026		5193 Kutak Rock LLP	Legal Services		3,418.00	2,249,659.16
1/6/2026		5194 JCS Investigations	Security		4,780.00	2,244,879.16
1/8/2026		5196 Cooper Pools	Monhthly Pool Maint		4,600.00	2,240,279.16
1/8/2026		5197 Cooper Pools	poor repairs		1,747.56	2,238,531.60
1/9/2026			Deposit	10,064.02		2,248,595.62
1/10/2026		5198 Good Home Services, LLC	Repair/mant-mailboxes		115.00	2,248,480.62
1/12/2026		1/12/2026 FI Dept of Health in Polk County	Dept of Health Pool Fee		280.35	2,248,200.27
1/13/2026		5201 Mele Environmental Services LLC	irrigation repairs		785.00	2,247,415.27
1/13/2026		5202 Danielle Fence	Estimate 2187		1,406.00	2,246,009.27
1/14/2026		5199 Bay Island Contracting & Repair LLC	Repair-Concrete/Sidewalk		17,320.00	2,228,689.27
1/15/2026		5200 Good Home Services, LLC	Temporary valve box coer		90.00	2,228,599.27
1/15/2026		5203 Shamrock First Baptist Church	Meeting Space Dec		100.00	2,228,499.27
1/15/2026		5204 Shamrock First Baptist Church	Meeting Space Jan		100.00	2,228,399.27
1/20/2026	012026ach	Bright House Networks	1015 Condor Dr. Haines City, FL. 33844, Jan		190.00	2,228,209.27
1/20/2026	012026ach	Duke Energy	541 Pheasant Dr Entry Lighting,		32.50	2,228,176.77
1/20/2026	012026ach2	Duke Energy	1015 Condor Dr,		1,235.39	2,226,941.38
1/20/2026	012026ach3	Duke Energy	0 PATTERSON RD Lite		842.93	2,226,098.45
1/20/2026	012026ach4	Duke Energy	00 PATTERSON RD		283.15	2,225,815.30
1/22/2026		5205 EV Pro Solutions	Elec svc call		1,000.00	2,224,815.30
1/25/2026		5207 Deborah Galbraith	BOS MTG 1-22-26		200.00	2,224,615.30
1/25/2026		5208 Joellen Dibrango	01-22-26 BOS MTG		200.00	2,224,415.30
1/25/2026		5209 Kristen Anderson	01-22-26 BOS MTG		200.00	2,224,215.30
1/25/2026		5210 Mario Munoz	01-22-26 BOS MTG		200.00	2,224,015.30
1/25/2026		5211 813 Security & Protective Services	CDD facilites/adminstration		240.00	2,223,775.30
1/25/2026		5212 Southern Green Residential & Com Cleaning	Pool Bathroom maint		2,354.00	2,221,421.30
1/26/2026		5213 U.S. BANK	trustee fees series 2014		4,310.00	2,217,111.30
1/26/2026		5214 U.S. BANK	trustee fees series 2014 II INT		4,310.00	2,212,801.30
1/26/2026		5215 U.S. BANK	Trustee Fees 2017 Series		4,290.63	2,208,510.67
1/27/2026		5216 Kutak Rock LLP	Legal Services		1,392.00	2,207,118.67
1/29/2026			Deposit	4,034.29		2,211,152.96
1/30/2026		5218 Good Home Services, LLC	Dog park lock install		45.00	2,211,107.96
1/30/2026		5219 Good Home Services, LLC	Playground removal		3,175.00	2,207,932.96
1/31/2026				14,098.31	108,388.55	2,207,932.96

EXHIBIT 5

[RETURN TO AGENDA](#)

EXHIBIT 6

[RETURN TO AGENDA](#)

**MINUTES OF 01/22/26 REGULAR MEETING
HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Highland Meadows II Community Development District was held Thursday, January 22, 2026 at 4:30 p.m. Shamrock First Church, 2661 Marshall Rd., Haines City, Florida 33844. The public was able to listen and/or participate in-person or live via conference.

I. Call to Order and Roll Call

The meeting was called to order by the District Manager Ms. Thibault. Roll was called and a quorum was confirmed with the following Supervisors present:

Deborah Galbraith.....	Board of Supervisors, Chairwoman
Joellen DiBrango	Board of Supervisors, Vice Chair
Kristen Anderson	Board of Supervisors, Assistant Secretary
Mario Munoz	Board of Supervisors, Assistant Secretary
Adam King.....	Board of Supervisors, Assistant Secretary

Also present were:

Patricia Thibault.....	District Manager, Haven Management Solutions
Greg Woodcock (via virtual means).....	District Project Manager, Stantec
Bennet Davenport (via virtual means)	District Counsel, Kutak Rock

It was acknowledged that a quorum was established with Chairwoman Galbraith, Supervisor Anderson, Supervisor DiBrango, Supervisor Munoz, and Supervisor King present in person.

II. Audience Questions and Comments on Agenda Items (limited to 3 minutes per individual)

- No audience comments

III. Vendor & Professional Reports – Addressed out of order (Administrative Items were addressed first, can be located below)

A. Stantec Engineering – Project Manager Greg Woodcock

1. Discussion & Status of Permacast Wall Project

Mr. Woodcock confirmed the project was completed and that the county came out and conducted an inspection. They failed them due to cracks in the sidewalk in the right of way area. He informed the Board that repairs to the Pentas sidewalk would be \$3,000, and repairs to the Merlin driveway would be \$9,840, totaling \$12,840. Mr. Woodcock also noted that if the Board were to address both sidewalks at the same time, they would be saving \$1,125, with the repairs totaling \$11,715. Chairwoman Galbraith inquired about the state of their budget after those repairs, to which Ms. Thibault replied, noting they do have \$15,000 budgeted to spend per capital projects. She also noted these projects would likely eat up the yearly budget.

On a MOTION by Chairwoman Galbraith, SECONDED by Supervisor Anderson, WITH ALL IN FAVOR, the Board Approved the Permacast Wall Project to Complete Concrete Repairs for \$11,715 for the Highland Meadows II Community Development District.

2. ADA Mat Repairs –

Mr. Woodcock advised that there are 14 locations that needed ADA ramps and detectable warnings. He quoted the ADS price at \$24,500 to do all of them, and \$14,700 to do half of them, meaning the difference would be \$1,750 per mat if they do 14, or \$2,100 per mat if they do 7.

Ms. Thibault asked Mr. Woodcock if the ADA mats had ever been installed, to which he responded, no. She then suggested using the bond funds to pay for them, as they would be new and are federally required, to which Mr. Woodcock agreed. District Counsel stipulated it would be fine as long as it's contemplated within the engineers report and incorporated as part of the terms of the bonds they are discussing.

On a MOTION by Supervisor DiBrango SECONDED by Supervisor Munoz, WITH ALL IN FAVOR, the Board Approved the Transfer of Funds from Acquisition and Construction for ADA Mats, totaling \$24,500 for the Highland Meadows II Community Development District.

Ms. Thibault requested contracts from Kutak Rock for the ADS project and the Permacast wall project. Mr. Woodcock agreed to send Mr. Magee the report before signing off.

B. District Attorney – Kutak Rock

1. Discussion & Presentation of Bolton's Towing Agreement (Revised)

Mr. Davenport advised there was no need to revisit this.

2. Discussion of Polk Regional Water Cooperative

Mr. Davenport stated his understanding was that Mr. Magee and their colleague, Melissa Van Sickel, were working to get an independent appraisal, and that that was their only update. Ms. Thibault informed him that they had an appraisal and were hoping to have more of a concrete update from them. Mr. Davenport informed the Board that he thought the appraisals were different but agreed with Ms. Thibault's plan to reach out to Mr. Magee.

IV. Business Matters

1. Presentation for Discussion – Safety and Infrastructure

Ms. Thibault announced that the Board had spent \$517,064 in 7 months on safety measures. She commended them for their accomplishments, noting that she has not seen a district move so aggressively and get so much done in so little time. The Board members agreed to put the presentation on the home page of the website.

V. JCS Security Updates

1. Resignation of JCS Services

Ms. Thibault informed the Board that she has temporarily employed a new protection service for the next two weeks as JCS has resigned from on-site services. The new company is still filling their positions and cannot guarantee guard service. They are charging \$20.00 an hour. Supervisor Anderson informed the Board that she has had police come to her door looking for Ring Camera footage of the nearby car break-ins.

Ms. Thibault posed a question to the Board, being unsure if they wanted to extend and give the company the time to find an on-site guard. She noted with the weather as it has been, someone coming into the pool area has been highly unlikely. Chairwoman Galbraith expressed her concern for the park area, especially with the new park is coming in at the same time as the deconstruction of the old park.

Kutak Rock agreed with Ms. Thibault's suggestion of an interim contract for the new security company until they have a team in place and can guarantee hours. Ms. Thibault advised the Board that further discussion will take place when they have more concrete information.

On a MOTION by Supervisor Munoz SECONDED by Chairwoman Galbraith, WITH ALL IN FAVOR, the Board Approved an Interim, Temporary Contract with Limited Service with 813 Service, with the Condition of Having 30 Days to Staff Up Until the Next Board Meeting for the Highland Meadows II Community Development District.

2. Consideration of Proposal from JCS for Rover Services only - \$1,980 Monthly

Ms. Thibault informed the Board that both JCS contracts were no good after they resigned, meaning they would need a new contract to continue roving duties. She noted the previous price in the contract was \$1,980. Chairwoman Galbraith expressed concern over budgeting the rover and towing services, wanting to wait for a lower price to come to the table and believing the more aggressive towing could be enough for now. Ms. Thibault committed to attempting to find proposals for other roving companies. The Board raised a question, wondering if what JCS is offering is considered a good deal. Ms. Thibault responded, noting she wouldn't be able to say without the nightly reports, which she stopped receiving when they resigned. Supervisor Anderson expressed her frustration, stating she doesn't want to pay for something when they don't know what/how much they're getting, but she also does not like knowing somebody is not driving through the community. The Board agreed that they do not want to pay for the roving service, as it is too expensive for the Board and the residents, but they also agree it is a necessary service.

Ms. Thibault offered to reach out to Haines City and Davenport to see if she can pick up any off-duty shifts. A supervisor contradicted the idea, finding it had been spoken about at the last meeting and been decided too expensive to follow through. Supervisor Anderson asked if JCS would be willing to operate for less money, to which the answer was no. Ms. Thibault informed the Board of the off-duty rates, noting that they operate at \$45.00 an hour. She advised the Board that they could buy 44 hours (10 hours a week) at that rate and have them rove on Fridays. Chairwoman Galbraith raised concerns about having proof of the officers riding through, arguing that they would be settling for exactly what the Board had decided they didn't want (a rover company that will not provide reports). Ms. Thibault explained that the off-duty officer cars are marked and have GPS, meaning they could be audited by someone. Supervisor Anderson reiterated Ms. Thibault's statements, explaining that an off-duty officer would still be held liable by the rules and policies of their department.

Chairwoman Galbraith expressed concern over having someone guaranteed to fill the off-duty shifts, which the Board argued is always a risk, even with security companies.

Ms. Thibault stressed to the Board that JCS did not rove the community for homes (it would directly go against their contract), but for district infrastructure. She also stressed that they cannot pay for security services for homes, as they cannot allocate district dollars to non-district matters. She reiterated that their presence is to largely serve as a deterrent for crimes and disturbances. Chairwoman Galbraith asked what it is they are looking for, to which Ms. Thibault explained that their role is largely to call the police if they see something as they are not allowed to act. They are allowed to approach people who are at the pool or retention pond who shouldn't be, but under no circumstances should they leave their vehicles to confront someone accosting individual homes. An off-duty officer would not be held to the same constraints, rather, they would obey their oath to protect.

Ms. Thibault asked the Board if they would like her to reach out to Haines City and Davenport and tell them they have \$2,000 a month for them to Rover the district on Friday and Saturday nights for 4 hours (whatever their shifts are).

On a MOTION by Supervisor Anderson SECONDED by Supervisor Munoz, WITH A NAY VOTE FROM CHAIRWOMAN GALBRAITH, the Board Agreed to Allow the Chair to Enter an Agreement with Either Police Department to Rover the District with a Monthly Amount of \$2,000 for the Highland Meadows II Community Development District.

Chairwoman Galbraith explained her "nay," reiterating her points from earlier. She requested proposals for rover service be brought to the next meeting. Supervisor DiBrango suggested discussing these issues in real-time before moving on to the final vote, as not everyone's minds are always made up. The Board expressed confusion over Chairwoman Galbraith's opposition.

On a MOTION to AMEND by Chairwoman Galbraith SECONDED by Supervisor Munoz, WITH ALL IN FAVOR, the Board Agreed to Call the Police Department but Bring Proposals for Additional Roving Services and Security for the Highland Meadows II Community Development District.

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A. Presentation of the Highland Meadows II Task List

Walk-On Proposals

1. Signage Proposal for the 21 Leaning or Bent Street Signs – Good Homes - \$500.00

The Board mentioned the towing signs but was told that towing will take care of towing. Price includes labor and materials. They intent to bend the backs to make them straight again. Supervisor Munoz expressed concern over the impact bending the signs to fix them may have on the signs being re-damaged. He provided examples of ways the signs could be damaged. When a new sign is replaced, the pole likely will be as well.

On a MOTION by Supervisor Anderson SECONDED by Supervisor DiBrango, WITH ALL IN FAVOR, the Board Approved the Signage Proposal for the 21 Leaning or Bent Street Signs totaling \$500.00 for the Highland Meadows II Community Development District.

Ms. Thibault confirmed they will have a proposal for missing signs at the next meeting.

2. Fix the Fence - \$250.00

The Board briefly debated placing a tree or bush where the broken fence is. Ms. Thibault informed the Board that the repair company will replace the piece that's missing and add a cross-slat so it can't be kicked in. She reminded the Board of their previously stated intention of planting prickly bushes when they get into growing season, and that it isn't a cheap option. She reminded the Board to be mindful of their spending. Chairwoman Galbraith raised concerns over having to spend another \$250 to fix the fence when it breaks again, to which Ms. Thibault clarified, the cross-slat will be affixed to the concrete wall. Chairwoman Galbraith asked for strong documentation of the fence going up and going down.

On a MOTION by Supervisor DiBrango SECONDED by Supervisor Anderson, WITH ALL IN FAVOR, the Board Approved Moving Forward with Fixing the Fence for \$250 for the Highland Meadows II Community Development District.

Ms. Thibault confirmed she will bring a proposal for planting to the next meeting.

3. Fence Proposal for Pheasant Drive - \$325

Supervisor DiBrango shared information from a report, finding that this section lasted two or three days before it was torn down again. The Board debated reasons people might've been breaking into this fence. This one is more expensive because it is bigger than 16 inches. Ms. Thibault will make a record of when that goes up.

On a MOTION by Chairwoman Galbraith SECONDED by Supervisor Munoz, WITH ALL IN FAVOR, the Board Approved Fence Proposal for Pheasant Drive at \$325 for the Highland Meadows II Community Development District.

4. Erosion Control/Ground Cover

Ms. Thibault walked the Board through the different options they have to fix the sand runoff. She explained they could go in and re-level, which would be the most expensive option, or use landscape barriers (like the options sold at Lowe's and Home Depot) with pebbles holding them down as the less expensive but more repetitive option.

Ms. Thibault asked the Board if they want her to grab a proposal for the less expensive fix because it would be out of budget for them to fix all the areas with the more expensive option. The Board asked how often the temporary fix would need to be redone, to which Ms. Thibault informed them it would depend on their residents and the weather. She recommended going with the less expensive fix (the barriers) and seeing how often they need to be replaced, while planning a more permanent fix in the next year. Ms. Thibault shared her suggestions on mitigating damage/resident interference with the barriers. She also informed the Board that she plans to ask "Dane" (the pool guy) if they planted

ground cover (little, short ivy-esq plant that grows on the ground) as it could work as a natural barrier for the sand to stop running off. Ms. Thibault confirmed that she will bring back proposals for the barriers and the ground cover.

5. Raised Sidewalks – Good Homes - \$175

Ms. Thibault informed the Board of the sidewalk raised about one fourth of an inch on Swallowtail and that Good Homes would grind it down for \$175. She also informed them that they have received complaints from residents about cracks in the sidewalks, which is a liability and a very concerning issue. Mr. Woodcock advised that a fix/sanding down isn't needed unless it's a quarter inch or more. Ms. Thibault advised the Board that they do not have the fiscal means to repair all cracks and sidewalks.

On a MOTION by Supervisor Anderson SECONDED by Supervisor DiBrango, WITH ALL IN FAVOR, the Board Approved the Good Homes Sidewalk Sanding Proposal for Swallowtail at \$175 for the Highland Meadows II Community Development District.

Ms. Thibault explained to the Board that Mr. Comings is going to ride his bike through the entire district phase by phase (splitting some in two when needed) and check for raised sidewalks.

B. Consideration of Proposal – Cooper Pools - \$3,120

Ms. Thibault noted the price is for a new motor and will remain in budget.

On a MOTION by Chairwoman Galbraith SECONDED by Supervisor DiBrango, WITH ALL IN FAVOR, the Board Approved the Cooper Pools Proposal for a new motor at \$3,120 for the Highland Meadows II Community Development District.

Haven Management has spoken to Mele Environmental about doing a better job of cleaning the weeds in the pool deck. They're sending someone on Monday to look at the retention ponds as they have a lot of weeds as well. They do not remove signs when they mow.

C. Consideration of Proposal – EV Pro Solutions for Phase 7 Lighting - \$2,250

The Board spent \$1,000 on a light test, which worked. The repair has not been completed yet. The Board discussed the possibility of the wiring having to go under the road. Supervisor Anderson warned about the possibly, noting she wants to be prepared for any possibility. Ms. Thibault is going to check with Patterson about the solar sensor on the right.

On a MOTION by Supervisor Anderson SECONDED by Supervisor Munoz, WITH ALL IN FAVOR, the Board Approved the EV Pro Solutions for Phase 7 Lighting at \$2,250 for the Highland Meadows II Community Development District.

VII. Administrative Matters – Item addressed first under Audience Comments

A. Consideration for Acceptance – December 2025 Unaudited Financial Statements

The Board was trending positively.

On a MOTION by Supervisor Anderson SECONDED by Supervisor Munoz, WITH ALL IN FAVOR, the Board Accepted the December 2025 Unaudited Financial Statements for the Highland Meadows II Community Development District.

B. Ratifications:

1. Good Home Services:

- Repair for Valve Box - \$90

Mele has gone through and done the repairs; their bill should come in at around \$750.

On a MOTION by Chairwoman Galbraith SECONDED by Supervisor Anderson, WITH ALL IN FAVOR, the Board Ratified the Repair for Valve Box at \$90 for the Highland Meadows II Community Development District.

- Install Lock on Pet Waste Bag Dispenser - \$45

Residents were reporting the waste dispenser was always empty, likely because residents were taking more than one. They had to have a hole drilled to add a lock. Ms. Thibault advised that the cleaning people will give the code to the Chair.

On a MOTION by Chairwoman Galbraith SECONDED by Supervisor Anderson, WITH ALL IN FAVOR, the Board Ratified the Lock Installation on Pet Waste Bag Dispenser at \$45 for the Highland Meadows II Community Development District.

2. Danille Fence - \$1,406 to Repair Fence

On a MOTION by Supervisor Anderson SECONDED by Chairwoman Galbraith, WITH ALL IN FAVOR, the Board Ratified Danille Fence to Repair the Fence at \$45 for the Highland Meadows II Community Development District.

C. Supervisor Appointment – Addressed earlier in the meeting

1. Oath of Office – Adam King

Supervisor appointment for seat 5. Ms. Thibault directed Mr. King to read his Oath of Office. He will occupy seat five until his term ends, November of 2028. Before moving on, Mr. Davenport began to inform Supervisor King of some of the laws and forms he needed to know about, including Sunshine Law, before tabling that discussion for later (as per the agenda).

2. Consideration for Adoption Resolution 2026-05, A Designation of Officers

This resolution would maintain the current slate of officers, listed as Chairperson Deborah Galbraith, Vice Chair Joellen Dibrango, Secretary Patricia Thibault, Assistant Secretary Kristen Anderson, Assistant Secretary Mario Munoz, Assistant Secretary Adam King, Assistant Secretary Austin Comings, Treasurer Patricia Thibault, and Assistant Treasurer Austin Comings. The Board was able to make a change in any designation of officers and motion to adopt the resolution.

On a MOTION by Supervisor Anderson, SECONDED by Supervisor Munoz, WITH ALL IN FAVOR, the Board Adopted Resolution 2026-05, A Designation of Officers for the Highland Meadows II Community Development District.

3. Supervisor Consideration of Florida Statute Allowed Stipend

The stipend was accepted.

4. Discussion of Florida Sunshine Law

Bennet Davenport filling in for Kyle Magee. Mr. Davenport informed Supervisor King of the necessary laws and forms to keep in mind while an acting supervisor. First, he covered Sunshine Law, informing Supervisor King that members of the Board are prohibited from speaking to each other about district matters outside of the publicly held meetings. He made it clear that this remains true through all forms of media, not just face-to-face interaction. Second, Mr. Davenport informed Supervisor King that any communications he sends regarding district matters can be subject to public records requests, noting the importance of communicating through his CDD issued email. Third, Mr. Davenport informed Supervisor King that he is subject to the code of ethics in Part 3 of Chapter 112 in the Florida Statutes, regarding employment, voting, conflicts of interest, and gifts, etc. Lastly, Mr. Davenport informed Supervisor King he'll have to fill out Form 1, a limited statement of financial disclosures within 30 days of his appointment to the Board, and file once a year during the summer. Every new Supervisor is required to attend a 4-hour commission on ethics. He will also need to fill out Form 8B. Mr. Davenport committed Kutak Rock to sending a new supervisor handbook to all supervisors.

Chairwoman and Ms. Thibault met with a towing company and invited them to this meeting. Board agreed to view the On Time Assistance (towing company) presentation. The towing company representative informed the Board that they do private party impounds, i.e. anything to do with parking on the wrong side of the street, and general community rules. They operate 24/7, with a day and night shift. They have a tow truck that can pick up semis. Chairwoman Galbraith raised a question for Kutak Rock, informing them of the issue the HOA has been having with vehicles blocking sidewalks. She reiterated her understanding that service vehicles cannot be towed, and inquired where the CDD stands on vehicles blocking the sidewalk to the point that people have to go around. Ms. Thibault informed the attendees that the streets in the district are owned by the district. From the sidewalk to the curb is also owned by the district. However, it's the HOA rules that state you cannot park a vehicle anywhere that blocks the sidewalk, even in the case of ADA impairment. The question raised to Kutak Rock was, can those vehicles be towed? Mr. Davenport responded, stating as long as the vehicle is on district property and doesn't conflict with existing policies, they would be able to tow. Ms. Thibault instructed Mr. Davenport to review the policies to ensure the Board is good to tow. Chairwoman Galbraith noted the need to inform the property managers to send letters to residents informing them that they can be towed from their driveways if they are blocking the sidewalk. Supervisor DiBrango asked to see a contract for the new towing company. Ms. Thibault raised a few questions to the Board, asking if they would like Kutak Rock to review the contracts of the old and new towing companies, to which the Board agreed. She specified for Kutak Rock to check on the 30-day release in Bolton's contract.

Ms. Thibault assured the Board that they do not pay for the towing service, and as such they cannot govern them. She also noted to the Board that there has been a lot of illegal parking in phase 3 of the district, as well as throughout the rest of the district. Chairwoman Galbraith informed the Board of the illegal parking she has observed. The On Time Assistance representative would like to use this District as a reference and model moving forward for the city area. Supervisor Munoz expressed concern towards the idea, seeking reassurance that On Time Assistance will not start to forget the district or move them to the back burner as their business grows, something he mentioned having seen before. The representative assured Supervisor Munoz that they are a dedicated team. Supervisor Anderson noted having seen the old towing company (Bolton) driving through the district at night, without any cars attached.

A supervisor asked the representative how many drivers On Time Assistance has in their employ, to which he responded, 7. Chairwoman Galbraith asked to see their contract. Ms. Thibault informed the Board that Bolton's rate is between \$225.00 and \$350.00, while On Time Assistance charges \$125, so residents will be spending less (despite violating the parking policy). Supervisor Munoz asked if the Board would have to pay for signage; the representative informed them that they would take care of it (they already have signs). Ms. Thibault informed the Board that they did tell Bolton's Towing they would give them 30 days, but that they don't have to give it to them. She hypothesized that Bolton's would likely walk if she informed them of their leaving. Mr. Davenport informed the Board that turnover is usually quick for items like this and that they could likely have it by "next Friday," depending on Mr. Magee's workload. Ms. Thibault warned the Board of possible issues if Bolton's Towing takes their 30 days, as it could leave them without any tow service at all. She recommended bringing on a second company.

Chairwoman Galbraith stressed the importance of encouraging property management to inform their boards on what's going on, as it has led to numerous communication issues.

On a MOTION by Chairwoman Galbraith, SECONDED by Supervisor DiBrango, WITH ALL IN FAVOR, the Board Accepted On Time Assistance and Agreed to Terminate Bolton's Towing Service for the Highland Meadows II Community Development District.

The Board agreed to have On Time Assistance rover through the neighborhood every 2 hours for the first couple of weeks (to establish seriousness) and then switch to 4. Their night shift hours are 6:00-6:00. The Board agreed to bring them on as a second tow truck company if Bolton decides to use their 30 days. Ms. Thibault informed the Board of her plan to email Bolton's Towing to let them know the Board voted to terminate and if they wish to terminate early, they can. She also informed the Board that she plans to start emailing the HOAs, letting them know they have a new towing company and that they will be aggressively towing.

Chairwoman Galbraith informed the Board that residents may not call the towing company: only security, the chairperson, and district management should be making those calls. Supervisor Anderson agreed to drive around with the towing representative to show him the neighborhood. The Board realized their papers say no parking from 12-6am, but it's supposed to say 10-6. Chairwoman Galbraith clarified for the Board that the towing company will be able to tow from driveways if the vehicle is blocking the sidewalk without it hurting the HOA or CDD.

D. Consideration of Private Exempt Session to Discuss Hours of Security Guard & Patrol

Tabled until next month.

VIII. Audience Comments New Business Items (limited to 3 minutes per individual)

Audience member "Cindy" brought three comments to the table. First, she mentioned cars parking on the sidewalk across the street from her home. Second, she mentioned reporting a streetlight that's out. Lastly, she mentioned problems with electric bikes and scooters on the sidewalk and people not obeying the traffic laws. She wanted to know the difference between electric bikes and scooters being allowed but not golf carts. Supervisor Anderson reported having seen numerous golf carts in the community. Ms. Thibault informed them that all they can do is call the police to make sure everyone is of age. If the audience member could identify the individual, she could call the police. At that point they could change the policy to threaten amenity privileges if a resident's child is caught breaking rules with the electric bike/scooter. The Board discussed how prevalent the electric bike/scooter problems are across districts.

An audience member informed the Board that the HOA is interested in power washing the CDD's exterior walls, for all 7 phases. They've done well financially and want to help. They will bring proposals from Phase 4 to the next meeting.

IX. Supervisor Requests

Chairwoman Galbraith requested an event in the spring so the community can see the Board and the District Management company, and as any questions they may have. She wants it focused on letting the community see that the Board is involved in and working to help the community, promoting togetherness. The Board agreed on Ms. Thibault's suggestion of a playground grand opening (maybe in late March, on a Saturday). The Board began brainstorming food and entertainment options, tentatively thinking hot dogs and clowns.

X. Adjournment

There being no further business, the meeting was adjourned

On a MOTION by Chairwoman Galbraith, SECONDED by Supervisor Anderson, WITH ALL IN FAVOR, the Board Adjourned the Meeting for the Highland Meadows II Community Development District.

~Any individual who wishes to appeal a decision made by the Board with respect to any matter considered at this meeting is hereby advised that they may be responsible for ensuring that a verbatim record of the proceedings is made, including all testimony and evidence upon which the appeal is based.~

Signature

Signature

Printed Name ☐ Secretary ☐ Assistant Secretary

Printed Name ☐ Chairman ☐ Vice Chairman

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EXHIBIT 7

[RETURN TO AGENDA](#)

Mele Environmental Services LLC
8911 pine grove dr
Lakeland, FL 33809 US
+18633275693
mele.environmental@gmail.com
<http://www.lakelandlawnmaintenance.com>

INVOICE

BILL TO
Highland Meadows II CDD
255 Primera Blvd
Suite 160
Lake Mary FL, 32746

INVOICE # 6033
DATE 02/09/2026
DUE DATE 02/24/2026
TERMS Net 15

ACTIVITY	QTY	RATE	AMOUNT
Irrigation Service call to check 565 Patterson well pump. Repaired broke 2" bushing and cut out assembly and replaced with new fittings.	1	275.00	275.00

Please do not send ACH, PayPal, or Credit Cards payments through Quickbooks. Please send checks to
Mele Environmental Services
8911 Pine Grove Dr
Lakeland FL, 33809

BALANCE DUE **\$275.00**

Deborah Galbraith
2/9/2026

EXHIBIT 8

[RETURN TO AGENDA](#)



Highland Meadows II

COMMUNITY DEVELOPMENT DISTRICT

Security Proposal for Highland Meadows II CDD

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Leadership Team

Vincent Palevich **Co-founder & VP of Service**

Vincent served a combination of years as a sworn police officer in Ohio, including full-time service with the State of Ohio and part time and volunteer service with multiple municipal police departments. He is a graduate of the Polaris Police Academy, where he finished as salutatorian in his class, served as Sergeant-at-Arms, and was inducted into the National Technical Honor Society for outstanding performance. His background emphasizes patrol operations, incident response, and professional reporting in high-responsibility environments.

He also brings over 15 years of experience managing teams, schedules, and daily operations across healthcare, facilities, and residential-style properties. After relocating to Florida in 2022, Vincent worked as a licensed security officer and later as Director of Operations for Florida-based security firms before co-founding 813 Security & Protective Services LLC.

In his role, Vincent focuses on consistency of coverage, officer accountability, and clear communication with boards and management, ensuring dependable, professional security services tailored to CDD and HOA communities.

Michael Sakellarides **Co-founder & VP of Business Development and Communications**

Michael is an accomplished security and property management professional with extensive experience partnering with Boards at more than 45 HOAs and CDDs across the state of Florida. He is known for his strong operational insight, ability to simplify complex issues for Board members, and commitment to creating safer, well-run communities.

Before his work in community operations, Michael served as a Security Manager for the Tampa Bay Lightning, where he oversaw event and venue security and led a team of more than 1,000 staff during NHL games, concerts, and large-scale events. His background in high-pressure, high-visibility environments allows him to bring a disciplined, solutions-focused approach to every community he supports.

Michael's blend of leadership, security expertise, and Board-level communication skills makes him a trusted resource for organizations seeking structure, accountability, and effective property operations.

Dane Engle **Co-founder & VP of Operations**

Dane is a seasoned security and operations professional with over 15 years of experience managing large-scale operations, security, and guest relations within the security and hospitality industries.

Most recently, Dane served as General Manager for Best Crowd Management in the Nashville market, where he demonstrated expertise in operations, security protocols, and client relations. He successfully spearheaded the growth and development of a diverse portfolio that included key venues and teams such as Nissan Stadium, GEODIS Park, and the Grand Ole Opry. His extensive security experience also includes contributing to the operational success of major national events, including the Super Bowl, Daytona 500, and a Stanley Cup Championship.

Dane is passionate about developing a positive culture and environment, prioritizing safety and security while ensuring excellent relations with all residents, team members, and clients. His professional philosophy emphasizes open communication, transparency, and building long-term relationships.

The 813 Foundation



Who We Are

813 Services is a team-driven organization built on the belief that people are at the center of everything we do. We are a unified group of individuals who work together toward one common goal: delivering exceptional service through professionalism, integrity, and genuine care for the properties we support.

Our values shape who we are. We treat our clients, residents, and guests with respect, consistency, and a commitment to service excellence. Just as importantly, we extend that same respect and support to our own team. We believe that when our staff feel valued, empowered, and backed by leadership, they provide a better experience for every community we serve.

What makes 813 Services different is our culture of teamwork, honesty, and accountability. We don't just show up—we collaborate, communicate, and work side-by-side to ensure every task is completed the right way. Our people, our values, and our dedication to doing things with purpose are what define us.

At 813 Services, we're more than a service provider. We're a team committed to doing things the right way, together.

Mission Statement

Our mission at 813 Services is to deliver exceptional service through teamwork, integrity, and a genuine commitment to the communities we serve. We work as one unified team, empowering every employee with the respect, support, and professionalism they deserve—because when our people succeed, our clients succeed.

We are dedicated to creating safe, welcoming, and well-managed environments by prioritizing communication, reliability, and a resident-first mindset. Every interaction, every shift, and every task reflects our core belief: that true service comes from people who care, work together, and take pride in doing things the right way.

Training

How we prepare to best serve you

Our staff training program is designed to ensure every team member is fully prepared to represent the community with professionalism, consistency, and a resident-first mindset. We combine hands-on instruction, property-specific education, and ongoing communication training to deliver a service experience that meets the standards of each property we serve.

Exceptional service begins with clear communication. Our training emphasizes:

- Professional, respectful verbal communication
- De-escalation techniques for challenging situations
- Accurate documentation and reporting
- Consistency between shifts to maintain seamless operations

We coach staff on how to interact with residents, guests, vendors, and Board members in a manner that reflects positively on the community. Communication scenarios and role-playing are included to help employees build confidence and understand real-world applications.

Every new team member begins with a thorough review of the property's unique policies and procedures. Because no two communities operate the same way, we tailor our training to include:

- Access control protocols
- Parking and traffic management rules
- Amenity and clubhouse policies
- Emergency response procedures
- Contractor and vendor entry guidelines
- Community-specific expectations set by the Board or management team

We conduct walkthroughs of the property to familiarize staff with key locations, equipment, and operational requirements. This ensures employees understand not only the rules but also why they exist, enabling them to make informed decisions and support the community effectively.



Proposed Cost of Service

Highland Meadows II CDD

Our onsite staff are trained in the rules and regulations in place for your District.

For all shifts, staff reports will be provided. These reports include detailed timestamps, descriptions of any incidents, supporting photographs, and identification of the personnel involved. Our communication is timely, clear, and essential, ensuring management receives all relevant information promptly.

Staff rate is \$22/hr

*On applicable Holidays, 813 will present for approval an option to staff at \$33/hr.

Service	Scope	Cost
Amenity Guard	One staff member assigned: Monday - Friday: 4 hours Saturday & Sunday: 6 hours <i>All shifts are for the final 6 hours of the pool day</i>	\$704 avg. per week
Roving Patrol & Response	Security personnel to visit the community at random hours, multiple times daily. Will respond to tipline submissions with dispatch	\$2,250 per month



813 Security &
Protective Services LLC
dba '813 Services'
B Agency: 3600012
28803 Stormcloud Pass
Wesley Chapel, FL 33543

Included Service

Maintenance Reports:
Our team will complete maintenance reports as things are identified and provide to those on the approved distribution list

Community Tipline:
Included with Roving Patrol. Direct ticket submission form for community members to report problems to our live dispatch team. A phone line included for contact

Signature

Date

Invoices are issued monthly in advance for payroll. Credits or a check will be provided to the District for any missed shifts. Termination of contract is 30 days written notice for all parties

Contact 813 Services



Email

admin@813services.com

Phone

216-372-0864

Thank You!

Thank you for taking the time to review our proposal and for considering 813 Services as your service provider. We truly appreciate the opportunity to support your community and are committed to delivering dependable, high-quality staffing services tailored to your needs.

Our team looks forward to becoming your dedicated partner—one focused on enhancing the quality of life for all residents. We recognize that it's your investment, your community, and your trust, and we're committed to honoring that with professionalism, accountability, and consistent service excellence.

Thank you again for your consideration. We look forward to working together and building a strong, long-term partnership.

People First



Timely Reporting

Relentless Drive



Protective of Assets

Regular Communication



Proactive Mindset