



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

www.dpfg.com

***HIGHLAND LAKES
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Board Package

Landowners Meeting

***Tuesday
November 1, 2016***

9:00 a.m.

At:

***Residence Inn
2101 Northpointe Parkway
Lutz, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Highland Lakes Community Development District

Development Planning and Financing Group
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

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

Dear Board Members:

The Landowners Meeting of the Highland Lakes Community Development District is scheduled for **Tuesday, November 1, 2016 at 9:00 a.m.** at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida, 33558.

The advanced copy of the agenda for the meeting is attached, along with associated documentation for your review. Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature. In the meantime if you have any questions, please contact me.

Sincerely,

Paul Cusmano
District Manager

District: HIGHLAND LAKES COMMUNITY DEVELOPMENT DISTRICT
Date of Meeting: Tuesday, November 1, 2016
Time: **9:00 a.m.**
Location: Residence Inn
2101 Northpointe Parkway
Lutz, Florida

Conference Call In No.: 563.999.2090
Code: 686859#

Agenda

LANDOWNER'S MEETING

- I.** Call to Order
- II.** Determination of Number of Voting Units Represented
- III.** Election of a Chairperson for the Purpose of Conducting the Landowner's Meeting
- IV.** Nominations for the Position of Supervisor (3)
Seat 1 Lawson, Seat 2 Draper, Seat 3 Price
- V.** Casting of Ballots
- VI.** Ballot Tabulations
- VII.** Landowners' Questions or Comments
- VIII.** Adjournment

Page Details

Parent Page:

Name:

Home Page:

Privacy Policy:

Include:

Content:

Elections Information

The following is a list of the Highland Lakes CDD Board of Supervisors with their assigned positions and terms. Please click on the link to the Supervisor of Elections website for further information.

Latest Election Results

Seat	Member	Position	Term
#1	Mike Lawson	Chairman	11/1/2016
#2	Doug Draper	Vice Chairman	11/1/2016
#3	Lori Price	Assistant Secretary	11/1/2016
#4	Ted Sanders	Assistant Secretary	11/1/2018
#5	Vacant	Assistant Secretary	11/1/2018

EXHIBIT A

**INSTRUCTIONS RELATING TO LANDOWNERS MEETING OF
HIGHLAND LAKES COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS MEETING: **Tuesday, November 1, 2016**

TIME: **9:00 a.m.**

LOCATION: **Residence Inn
2101 Northpointe Parkway
Lutz, Florida**

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District (“**District**”) has been established and the landowners have held their initial election, there shall be a subsequent landowners meeting for the purpose of electing members of the Board of Supervisors (“**Board**”) every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

EXHIBIT A

LANDOWNER PROXY

HIGHLAND LAKES COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
LANDOWNERS MEETING – NOVEMBER 1, 2016

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints Paul Cusmano ("Proxy Holder") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Highland Lakes Community Development District to be held at the Residence Inn located at 2101 Northpointe Parkway Lutz, Florida on Tuesday, November 1, 2016 at 9:00 a.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may be legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

Dane FL Land 1 Sub LLC
Printed Name of Legal Owner

[Signature]
Signature of Legal Owner Manager

10/24/16
Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
<u>Refer to attachment</u>	<u>243</u>	<u>243</u>
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: 243

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2013), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

EXHIBIT A

OFFICIAL BALLOT
HIGHLAND LAKES COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
LANDOWNERS MEETING – NOVEMBER 1, 2016

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Highland Lakes Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
<u>Refer to attachment</u>	<u>243</u>
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

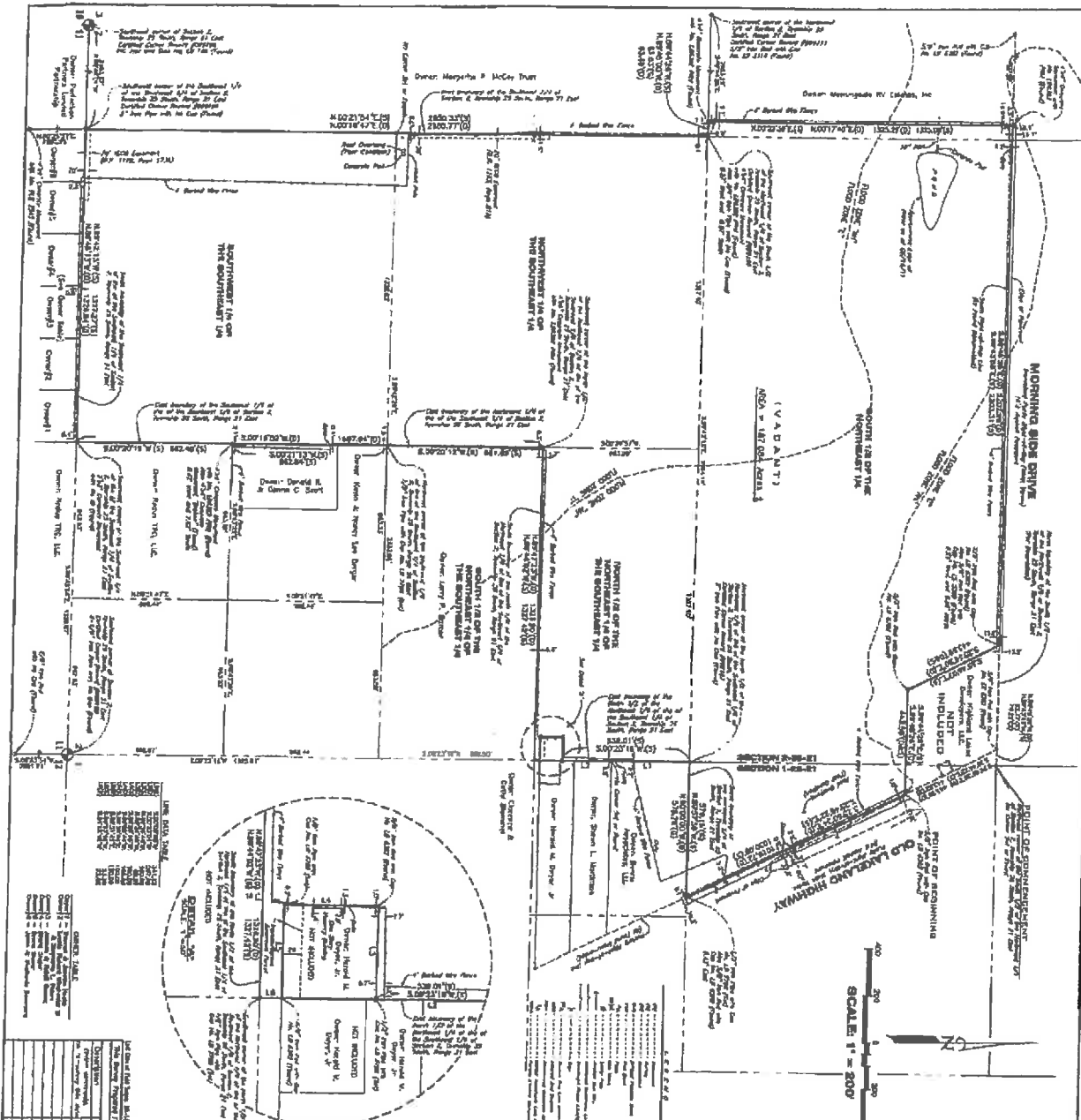
I, Paul Cusmano, as Landowner, or as the proxy holder of Dune FL Land Sub LLC (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

NAME OF CANDIDATE	NUMBER OF VOTES
1. <u>Mike Lawson</u>	<u>240</u>
2. <u>Doug Draper</u>	<u>230</u>
3. <u>Lori Price</u>	<u>220</u>

Date: _____

Signed: _____

Printed Name: Paul Cusmano



HIGHLAND TRAILS MORNINGSIDE LAND TITLE SURVEY

ALTA/CASBY LAND TITLE SURVEY

Geopoint Surveyors, Inc.

11111 Highway 100, Suite 100, Dallas, TX 75243
 Phone: (972) 412-1111
 Fax: (972) 412-1112
 Email: info@geopoint.com

WARRANTY STATEMENT

Geopoint Surveyors, Inc. warrants that this survey was prepared by a Licensed Professional Surveyor in the State of Texas, and that the survey was prepared in accordance with the standards and practices of the Surveying and Mapping Board of the State of Texas. Geopoint Surveyors, Inc. does not warrant that the survey is correct or that the survey is free from error. Geopoint Surveyors, Inc. is not responsible for any errors or omissions in this survey, or for any consequences that may result from the use of this survey. This survey is provided for informational purposes only and should not be used as a basis for any legal action.

NOTICE OF NON-RESPONSIBILITY

Geopoint Surveyors, Inc. is not responsible for any errors or omissions in this survey, or for any consequences that may result from the use of this survey. This survey is provided for informational purposes only and should not be used as a basis for any legal action.

LEGEND

1. Surveyed Boundary	2. Unsurveyed Boundary
3. Easement	4. Right-of-Way
5. Encroachment	6. Other

ABBREVIATIONS

ALL RIGHTS RESERVED
 © 2011 Geopoint Surveyors, Inc.



Real Estate Consulting Services:

Land Secured Public Financing
School District
Reimbursement and Credit
Fiscal Impact
Service Districts
Municipal District Services
Development Impact Fee
Redevelopment District
Affordable Housing Financing
Other Public Financing
Compliance
Entitlement Analysis
Cash Flow Feasibility Analysis

Disclosure Services
Engineering Services
Project Management Services
Capital Markets Group
Property Tax Appeals
CDD Management Services
Look Back Diagnostic Review
Lender Services
Asset Management Services
Portfolio Management Services
Economic Impact
Market Analysis

www.dpfg.com

Orange County, CA

27127 Calle Arroyo, Suite 1910
San Juan Capistrano, CA 92675
P: (949) 388-9269
F: (949) 388-9272

Sacramento, CA

4380 Auburn Blvd.
Sacramento, CA 95841
P: (916) 480-0305
F: (916) 480-0499

Las Vegas, NV

3277 E. Warm Springs Road,
Suite 100
Las Vegas, NV 89120
P: (702) 478-9277
F: (702) 629-5497

Boise, ID

950 West Bannock, 11th Floor
Boise, ID 83702
P: (208) 319-3576
F: (208) 439-7339

Phoenix, AZ

3302 East Indian School Road
Phoenix, AZ 85018
P: (602) 381-3226
F: (602) 381-1203

Austin, TX

8140 Exchange Drive
Austin, TX 78754
P: (512) 732-0295
F: (512) 732-0297

Orlando, FL

1060 Maitland Center Commons,
Suite 340
Maitland, FL 32751
P: (321) 263-0132
F: (321) 263-0136

Tampa, FL

15310 Amberly Drive, Suite 175
Tampa, FL 33647
P: (813) 374-9104
F: (813) 374-9106

Research Triangle, NC

1340 Environ Way, Suite 328
Chapel Hill, NC 27517
P: (919) 321-0232
F: (919) 869-2508

Charleston, SC

4000 S. Faber Place Drive, Suite 300
N. Charleston, SC 29405
P: (843) 277-0021
F: (919) 869-2508