



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

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***HIGHLAND LAKES
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Board Package

***Board of Supervisors
Regular Meeting***

***Tuesday
April 3, 2018***

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 AGENDA

Residence Inn
2101 Northpointe Parkway
Lutz, Florida

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano	DPFG
District Attorney	Vivek Babbar	Straley , Robin & Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of seven different sections:

The meeting will begin promptly at **9:00 a.m.** with the first section which is called **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **District Counsel and District Engineer Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is the **Landscaping and Ponds** section and contains items that often require District Engineer, Operations Manager, and Landscape Contractor to discuss and update the Board. The fourth section is the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The sixth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The seventh section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

HIGHLAND LAKES COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday, April 3, 2018
Time: 9:00 a.m.
Location: Residence Inn
2101 Northpointe Parkway
Lutz, Florida 33558

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Administrative Matters

- A. Approval of Minutes from October 3, 2017 Regular Meeting Exhibit 1
- B. Acceptance of the February 2018 Financial Statements Exhibit 2

IV. Business Matters

- A. Consideration and Approval of Resolution 2018-01 Designating Primary Administrative and Principal Headquarters Exhibit 3
- B. Additional Matters

V. Staff Reports

- A. District Manager
- B. Attorney
- C. District Engineer

VI. Supervisors Requests

VII. Audience Questions and Comments on Other Items

VIII. Adjournment

EXHIBIT 1.

1 **MINUTES OF MEETING**
2 **HIGHLAND LAKES**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 The Regular Meeting of the Board of Supervisors of the Highland Lakes Community
6 Development District was held on Tuesday, October 3, 2017 at 9 a.m. at the Residence Inn, 2101
7 Northpointe Parkway, Lutz, Florida.

8 **FIRST ORDER OF BUSINESS - Roll Call**

9 Mr. Cusmano called the meeting to order.

10 Present and constituting a quorum were:

11 Mike Lawson	Board Supervisor, Chairman
12 Doug Draper	Board Supervisor, Vice Chairman
13 Lori Price	Board Supervisor, Assistant Secretary

14
15 Also present were:

16 Paul Cusmano	District Manager
17 Mark Straley	District Counsel (via phone)

18
19 **SECOND ORDER OF BUSINESS - Audience Comments**

20 There being none, the next item followed.

21 **THIRD ORDER OF BUSINESS-Consent Agenda**

22 **A. Approval of Minutes from November 1, 2016 Meeting**

23 Mr. Cusmano presented the minutes from the November 1, 2016 meeting and asked for
24 Comments, questions, or corrections.

25 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
26 approved the Minutes from the November 1, 2016 Meeting for the Highland Lakes Community
27 Development District.

28
29 **FIFTH ORDER OF BUSINESS – Business Matters**

30 **A. Approval of Resolution 2018-01 FY 2018 Meeting Dates**

31 Mr. Cusmano presented Resolution 2018-01 FY 2018 Meeting Dates and asked for comments or
32 questions.

33 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted
34 Resolution **2018-01** FY 2018 Meeting Dates for the Highland Lakes Community Development District.

35
36 **SIXTH ORDER OF BUSINESS – Additional Matters**

37 There being none, next item followed.

38 **SEVENTH ORDER OF BUSINESS - Staff Reports**

39 **A. Manager**

40 There being none, next item followed.

41 **B. Attorney**
42 There being none, next item followed.

43 **C. Engineer**
44 There being none, next item followed.

45
46 **EIGHTH ORDER OF BUSINESS - Public Comments**

47 There being none, next item followed.

48 **NINTH ORDER OF BUSINESS - Supervisors Requests**

49 There being none, next item followed.

50 **TENTH ORDER OF BUSINESS – Adjournment**

51 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
52 adjourned the meeting for the Highland Lakes Community Development District.

53
54 **Each person who decides to appeal any decision made by the Board with respect to any matter*
55 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
56 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

57
58 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
59 **meeting held on _____.**

60
61 _____
62 **Signature**

60
61 _____
62 **Signature**

63
64 _____
65 **Printed Name**

63
64 _____
65 **Printed Name**

66 **Title:** Secretary Assistant Secretary

66 **Title:** Chairman Vice Chairman

67
68
69
70
71

EXHIBIT 2.

**Highland Lakes
Community Development District**

Unaudited Financial Statements

February 28, 2018

HIGHLAND LAKES CDD
BALANCE SHEET
February 28, 2018

ASSETS:

CASH	\$	898
ACCOUNTS RECEIVABLE		30
TOTAL ASSETS	\$	928

LIABILITIES:

ACCOUNTS PAYABLE	\$	894
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FUND BALANCE:

NONSPENDABLE:		-
ASSIGNED:		-
UNASSIGNED:		34
TOTAL LIABILITIES & FUND BALANCE	\$	928

HIGHLAND LAKES CDD**GENERAL FUND****STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE PERIOD STARTING OCTOBER 1, 2017 ENDING FEBRUARY 28, 2018**

	<u>ADOPTED BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES				
DEVELOPER CONTRIBUTION	\$ 63,440	26,433	\$ 2,701	\$ (23,732)
INTEREST REVENUE	-	-	-	-
TOTAL REVENUES	<u>63,440</u>	<u>26,433</u>	<u>2,701</u>	<u>(23,732)</u>
EXPENDITURES				
ADMINISTRATIVE:				
BOARD OF SUPERVISORS	-	-	-	-
PAYROLL TAXES	-	-	-	-
PAYROLL SERVICES FEE	-	-	10	(10)
TRAVEL & PER DIEM	-	-	-	-
MANAGEMENT CONSULTING SERVICES	10,000	4,167	-	\
MISCELLANEOUS (Bank fee & misc)	2,000	833	48	785
INSURANCE (Liability, Property & Casualty)	-	-	2,550	(2,550)
REGULATORY AND PERMIT FEES	-	-	175	(175)
LEGAL ADVERTISEMENTS	-	-	-	-
COORDINATION SERVICES	48,000	20,000	-	20,000
LEGAL SERVICES	2,000	1,011	1,011	-
WEBSITE HOSTING	1,440	600	320	280
TOTAL ADMINISTRATIVE	<u>63,440</u>	<u>26,611</u>	<u>4,114</u>	<u>18,330</u>
TOTAL EXPENDITURES	<u>63,440</u>	<u>26,611</u>	<u>4,114</u>	<u>22,497</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	(178)	(1,413)	(1,235)
CHANGE IN FUND BALANCE	-	-	(1,413)	(1,235)
FUND BALANCE - BEGINNING	-	-	1,448	1,448
FUND BALANCE - ENDING	<u>-</u>	<u>(178)</u>	<u>35</u>	<u>213</u>

Highland Lakes CDD
BANK RECONCILIATION
February 28, 2018

	<u>CASH</u> <u>BALANCE</u>
Balance Per Bank Statement	898.04
Less: Outstanding Checks	-
<i>Adjusted Bank Balance</i>	<u>\$ 898.04</u>
Beginning Bank Balance Per Books	1,090.54
Cash Receipts	-
Cash Disbursements	(192.50)
<i>Balance Per Books</i>	<u>\$ 898.04</u>

**HIGHLAND LAKES CDD
CHECK REGISTER
FY 2018**

Date	Num	Name	Memo	Deposits	Payments	New Account Balance
	9/30/2017	EOY				4,037.64
10/2/2017	2044	EGIS INSURANCE & RISK ADVISORS	Ins - FY 2018		2,550.00	1487.64
10/25/2017	2045	Venturesin.com, Inc	Web Site Hosting - Sep-Oct		120.00	1367.64
	10/31/2017	EOM		-	2,670.00	1,367.64
11/10/2017	CH11102017	Paychex	Qtr Fee		10.00	1357.64
11/14/2017	2046	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing - FY 2018		175.00	1182.64
11/14/2017	2047	STRALEY ROBIN VERICKER	Legal Svcs thru 10/15/17		146.60	1036.04
11/14/2017	2048	Venturesin.com, Inc	Web Site Hosting - November		60.00	976.04
11/30/2017		Bank United	Service Charge		12.00	964.04
	11/30/2017	EOM		-	403.60	964.04
12/31/2017		Bank United	Service Charge		12.00	952.04
	12/31/2017	EOM		-	12.00	952.04
1/31/2018		Dune FL Land Sub, LLC	GF 2018-01	150.5		1102.54
1/31/2018		Bank United	Service Charge		12.00	1090.54
	1/31/2018	EOM		150.50	12.00	1,090.54
2/1/2018	2049	STRALEY ROBIN VERICKER	Legal Svcs thru 11/15/17		30.50	1060.04
2/1/2018	2050	Venturesin.com, Inc	Web Site Hosting - Dec-Jan		120.00	940.04
2/12/2018		Paychex	P/R Svcs Fee		30.00	910.04
2/28/2018		Bank United	Service Charge		12.00	898.04
	2/28/2018	EOM		-	192.50	898.04

EXHIBIT 3.

RESOLUTION 2018-01

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE HIGHLAND LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

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

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at c/o DPFM Management & Consulting, LLC, 250 International Parkway, Suite 280, Lake Mary FL 32746.

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue shall be located at c/o DPFM Management & Consulting, LLC, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

SECTION 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 3 day of April, 2018.

ATTEST:

HIGHLAND LAKES COMMUNITY DEVELOPMENT DISTRICT

By: _____
Name: _____
Assistant Secretary

By: _____
Name: _____
Title: _____



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