

***HIGHLAND LAKES
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Board Package

***Board of Supervisors
Regular Meeting***

***Tuesday
October 3, 2017***

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, October 3, 2017
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 November 1, 2016 Meeting Exhibit 1

IV. Business Matters

- A. Consideration and Approval of Resolution 2018-01 FY 2018 Meeting Dates Exhibit 2
- 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.

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**MINUTES OF MEETING
HIGHLAND LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Highland Lakes Community Development District was held on Tuesday, November 1, 2016 at 9 a.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida.

FIRST ORDER OF BUSINESS - Roll Call

Mr. Cusmano called the meeting to order.

Present and constituting a quorum were:

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

Also present were:

Paul Cusmano	District Manager
Vivek Babbar	District Counsel (<i>via phone</i>)
Tonja Stewart	District Engineer (<i>via phone</i>)

SECOND ORDER OF BUSINESS - Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS – Organizational Matters

A. Oath of Office of Newly Elected Supervisors

Mr. Cusmano stated that the newly elected officers were Mike Lawson, Doug Draper and Lori Price. He then stated he had the Oaths of Office, which each supervisor had read and signed, and will be notarized at a later date.

B. Consideration of Resolution 2017-01 Canvassing & Certifying Results of the Landowners Election

Mr. Cusmano presented Resolution 2017-01 Canvassing & Certifying Results of the Landowners Election, and asked for comments or questions.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted Resolution **2017-01** Canvassing & Certifying Results of the Landowners Election for the Highland Lakes Community Development District.

C. Compensation of Supervisors

Mr. Cusmano informed Mr. Lawson, Mr. Draper and Ms. Price that they were entitled to compensation of up to \$200 per meeting and asked if they accepted or waived.

Mr. Lawson, Mr. Draper and Ms. Price accepted compensation.

D. Consideration of Resolution 2017-02 Election of Officers

Mr. Cusmano presented Resolution 2017-02 Election of Officers and asked for comments or

41 questions.

42 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted
43 Resolution **2017-02** Election of Officers with Mike Lawson as Chairman, Doug Draper as Vice
44 Chairman, Paul Cusmano as Secretary, Patricia Comings-Thibault as Treasurer, Maik Aagaard as
45 Assistant Treasurer, Carolyn Stewart and Janet Johns as Assistant Secretaries and Lori Price as Assistant
46 Secretary and Ted Sanders as Assistant Secretary, for the Highland Lakes Community Development
47 District.

48

49 **FOURTH ORDER OF BUSINESS-Consent Agenda**

50 **A. Approval of Minutes from September 6, 2016 Meeting**

51 Mr. Cusmano presented the minutes from the September 6, 2016 meeting and asked for
52 comments questions, or corrections.

53 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
54 approved the Minutes from the September 6, 2016 Meeting for the Highland Lakes Community
55 Development District.

56

57 **B. Acceptance of the September 2016 Unaudited Financial Statements**

58 Mr. Cusmano presented the September 2016 Unaudited Financial Statements and asked for
59 comments or questions.

60 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board accepted
61 the September 2016 Unaudited Financial Statements for the Highland Lakes Community Development
62 District.

63

64 **FIFTH ORDER OF BUSINESS – Business Matters**

65 **A. Approval of Resolution 2017-03 Prompt Payment Policy**

66 Mr. Cusmano presented Resolution 2017-03 Prompt Payment Policy and asked for comments or
67 questions.

68 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted
69 Resolution **2017-03** Prompt Payment Policy for the Highland Lakes Community Development District.

70

71 **SIXTH ORDER OF BUSINESS – Additional Matters**

72 There being none, next item followed.

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

74 **A. Manager**

75 There being none, next item followed.

76 **B. Attorney**

77 There being none, next item followed.

78 **C. Engineer**

79 There being none, next item followed.

80

81 **EIGHTH ORDER OF BUSINESS - Public Comments**

82 There being none, next item followed.

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

84 There being none, next item followed.

85 **TENTH ORDER OF BUSINESS – Adjournment**

86 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board
87 adjourned the meeting for the Highland Lakes Community Development District.

88

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

92

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

95

96

97 _____
Signature

98

99

100 _____
Printed Name

101 **Title:** **Secretary** **Assistant Secretary**

102

Signature

Printed Name
Title: **Chairman** **Vice Chairman**

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EXHIBIT 2.

RESOLUTION 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Highland Lakes Community Development District (hereinafter 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 is an independent special district as defined in Chapter 189, Florida Statutes and subject to certain requirements therein; and

WHEREAS, Section 189.015(1), Florida Statutes requires that the Board file a schedule of its regular meeting dates, times, and location either quarterly, semi-annually, or annually with the local governing authority and the Florida Department of Economic Opportunity; and

WHEREAS, the District is required by Section 189.069(13) to post the regular meeting dates, times, and locations on its official website, and cause the same to be published in a newspaper of general circulation; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes.

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

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit "A".

Section 2. In accordance with Sections 189.015 (1), and 189.069(13), Florida Statutes, the District's Secretary is hereby directed to file this resolution with Pasco County, Florida, publish a notice of the regular meeting dates, times, and location in a newspaper of general circulation, and post the same on the District's official website.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2017.

**HIGHLAND LAKES COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY

EXHIBIT "A"
BOARD OF SUPERVISORS MEETING DATES
HIGHLAND LAKES COMMUNITY DEVELOPMENT DISTRICT
FOR FISCAL YEAR 2017/2018

-/

**Notice of Meeting Schedule
Fiscal Year 2018
Highland Lakes Community Development District**

As required by Chapters 189 and 190 of Florida Statutes, notice is hereby given that the Fiscal Year 2018 regular meetings of the Board of Supervisors of the Highland Lakes Community Development District are scheduled to be held on the first Tuesday of every month at 9:00 a.m. in a conference room of the Residence Inn, 2101 Northpoint Parkway, Lutz, Florida as follows (exceptions noted below):

October 3, 2017
November 7, 2017
December 5, 2017 (6:00 p.m.)
January 9, 2018
February 6, 2018
March 6, 2018
April 3, 2018
May 1, 2018
June 5, 2018
July 10, 2018
August 7, 2018 (6:00 p.m.)
September 4, 2018

The meeting is open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting.

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that any interested person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District's Management Company, Development Planning & Financing Group at 813-374-9105. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office at least two (2) business days prior to the date of the hearing and meeting.

Each person who decides to appeal any action taken at these meetings is advised that 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 such appeal is to be based.



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F: (949) 388-9272

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Sacramento, CA 95841
P: (916) 480-0305
F: (916) 480-0499

Las Vegas, NV

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Suite 100
Las Vegas, NV 89120
P: (702) 478-9277
F: (702) 629-5497

Boise, ID

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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,
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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
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P: (843) 277-0021
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