

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

MEETING AGENDA

Tuesday, December 12, 2023, at 6:00 PM

Meeting to be held at:

**Highlands Community Center
11102 Ayersworth Glen Blvd., Wimauma, FL 33598**



2654 Cypress Ridge Blvd. Suite101
Wesley Chapel, FL 33544
(813) 652-2454

Highlands Community Development District

Board of Supervisors

Kangelia Baxter, Chairman
Mark Bouthot, Vice Chairman
Joanna Izdebaska-Pharo, Assistant Secretary
Orlando Echevarria, Assistant Secretary
Trang Chu, Assistant Secretary

Staff:

Kristee Cole, District Manager
David Jackson, District Counsel
Stephen Brletic, District Engineer
Leo Lluberres, Field Inspection
Will Williams, Onsite Manager
Robin Rhodes, Yellowstone Landscape
Gail Huff, Ballenger Irrigation
Savannah Berger, Advanced Aquatics

Meeting Agenda

Tuesday, December 12, 2023 – 6:00 p.m.

- 1. Call to Order and Roll Call**
- 2. Staff Reports**
 - A. Aquatics Inspection Report.....Page 3
 - B. Field Inspection Report.....Page 16
 - C. Irrigation Inspection Report.....Page 23
 - D. Landscape Report
 1. Consideration of Landscape Proposals.....Page 25
 - E. District Counsel
 1. Discussion regarding Draft Parking PolicyPage 36
 - F. District Engineer
 - G. District Manager
 - H. Clubhouse ManagerPage 39
- 3. Business Items**
 - A. Public Hearing on Amending the Amenity Policies & Rates
 1. Consideration of Resolution 2024-03, Amending the Amenity Policy & Rates...Page 41
 - B. Consideration of the Gym Mirror ProposalsPage 70
 - C. Discussion regarding the Square Account.....Page 73
 - D. Consideration of Letter Board Proposals.....Page 75
 - E. Discussion regarding Fence Encroachment
 - F. Discussion regarding the Shower Drain Line
- 4. Business Administration**
 - A. Consideration of Meeting Minutes from November 14, 2023.....Page 76
 - B. Consideration of October 2023 Financial Statements and Check RegisterPage 82
- 5. Supervisor Requests**
- 6. Audience Comments – Three- (3) Minute Time Limit**
- 7. Adjournment**

The next meeting is scheduled for Tuesday, January 9, 2024, at 6:00 p.m.



Highlands Community Development District Waterway Inspection Report

Reason for Inspection:
Quality Assurance

Inspection Date:
12/1/2023

Prepared for:
Highlands
Community Development District

Prepared by:
David Costa - Lead Aquatic Tech. & Asst. Service
Mgr.
Savannah Berger - Aquatic Consultant & Biologist

www.AdvancedAquatic.com
lakes@advancedaquatic.com
292 S. Military Trail, Deerfield Beach, FL 33442
Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa
1-800-491-9621



TABLE OF CONTENTS

Site Assessments

Ponds 1-2	2
Ponds 3-4	3
Ponds 5-6	4
Ponds 7-8	5
Ponds 9-10	6
Ponds 11-12	7
Ponds 13-14	8
Ponds 15-16	9
Ponds 17-18	10
Pond 19-20	11
Pond 21	12

Site Map	13
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Site Assessments

Pond 1

Comments:

Site Looks Good

Trace amounts of Torpedograss observed and treated.

Pond water level is low.



Pond 2

Comments:

Normal Growth Observed

Observed and treated Torpedograss.

Pond water level is low.



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Site Assessments

Pond 3

Comments:

Normal Growth Observed

Observed and treated Torpedograss.

Applied pre-emergent weed treatment to all dry and/or exposed pond areas.

Pond water level is low.



Pond 4

Comments:

Normal Growth Observed

Observed and treated Torpedograss.

Pond water level is low.



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Site Assessments

Pond 5

Comments:

Normal Growth Observed

Observed and treated Torpedograss.



Pond 6

Comments:

Treatment In Progress

Observed and treated Slender Spikerush.

No algae observed.



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Site Assessments

Pond 7

Comments:

Normal Growth Observed

Observed and treated Torpedograss and Alligator Weed.

Pond water level is low.



Pond 8

Comments:

Normal Growth Observed

Applied pre-emergent weed treatment to all dry and/or exposed pond areas.

Pond water level is low.



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Site Assessments

Pond 9

Comments:

Treatment In Progress

Applied pre-emergent weed treatment to all dry and/or exposed pond areas.

Pond area is dry.



Pond 10

Comments:

Normal Growth Observed

Observed and treated algae and Alligator Weed.

Pond water level is low.



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Site Assessments

Pond 11

Comments:

Treatment In Progress

Observed and treated Slender Spikerush.

Pond water level is normal.



Pond 12

Comments:

Normal Growth Observed

Observed and treated Torpedograss.

Pond water level is normal.



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Site Assessments

Pond 13

Comments:

Normal Growth Observed

Trace amounts of Torpedograss observed and treated.

Pond water level is normal.



Pond 14

Comments:

Treatment In Progress

Observed and treated Slender Spikerush.

Pond water level is low.



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Site Assessments

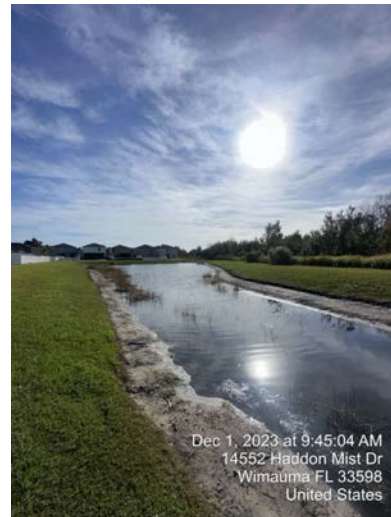
Pond 15

Comments:

Treatment In Progress

Observed and treated Slender Spikerush.

Pond water level is low.



Pond 16

Comments:

Treatment In Progress

Observed and treated algae and Slender Spikerush.

Pond water level is normal.



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Site Assessments

Pond 17

Comments:

Treatment In Progress

Observed and treated algae along with Slender Spikerush.

Pond water level is low.



Pond 18

Comments:

Treatment In Progress

Observed and treated algae along with Slender Spikerush.

Pond water level is low.



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Site Assessments

Pond 19

Comments:

Treatment In Progress

Observed and treated Slender Spikerush.

Pond water level is low.



Pond 20

Comments:

Treatment In Progress

Observed and treated invasive grasses and shoreline weeds.

Pond water level is low.



www.AdvancedAquatic.com
lakes@advancedaquatic.com

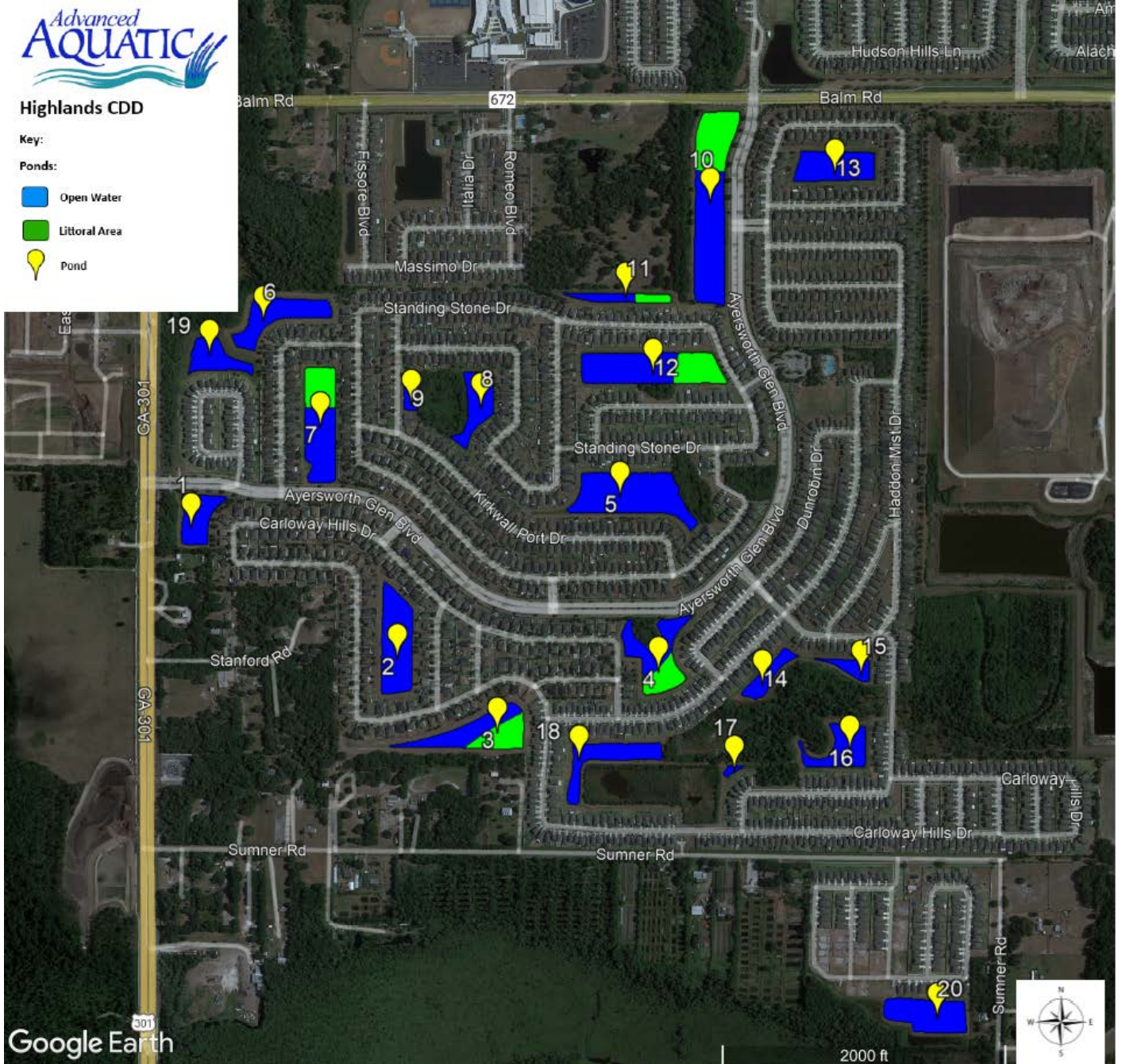
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Map



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DECEMBER 2023 FIELD INSPECTION REPORT

HIGHLANDS CDD

Saturday, 02 December 2023

Prepared For Board of Supervisors

15 Issues Identified

Leo LLUBERES

Inframark Management Services





Issue 1.

Assigned To Yellowstone

Location Dog station phase 4.
Please treat the infected area.



Issue 2.

Assigned To Yellowstone

Please provide a few options on
feeling in the flower beds at the
entrance on 301.



Issue 3.

Assigned To Yellowstone



Issue 4.

Assigned To Yellowstone

At Blvd, the Muhly grass has grown out to the street and needs to be pushed back.



Issue 5.

Assigned To Yellowstone

The hedges are starting to grow wildly; please trim to standard height.



Issue 6.

Assigned To Yellowstone

Following up on replacement. The Viburnum throughout the BLVD needing attention.



Issue 7.

Assigned To Yellowstone

At Blvd, the Muhly grass has grown out to the street and needs to be pushed back.



Issue 8.

Assigned To Yellowstone

Please remove suckers from the trees.



Issue 9.

Assigned To Yellowstone
The Muhly grass has grown control. Location by the exit on 301.



Issue 10.

Assigned To Yellowstone
At Blvd, the Muhly grass has grown out to the street and needs to be pushed back.



Issue 11.

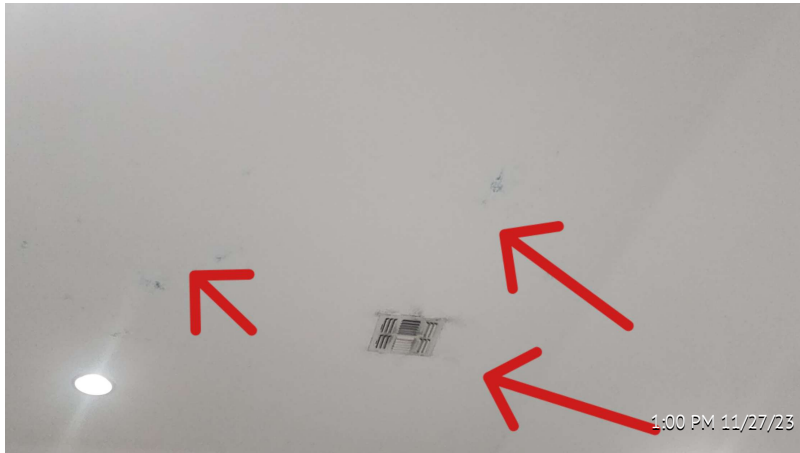
Assigned To Yellowstone
The turf in the middle of the islands on the boulevard are in terrible condition.



Issue 12.

Assigned To On-site

Please remove the HVC vent covers, clean and paint them with Kill paint to prevent discoloration



Issue 13.

Assigned To On-site

Please clean the blue powder off the Clubhouse ceiling. Repaint inner areas if possible.



Issue 14.

Assigned To On-site

Please wipe down the walls. It looks like they were sprayed with Soda



Issue 15.

Assigned To On-site

Please replace the air filter That was damaged by the gender reveal.



December 4, 2023

PROJECT: Highlands CDD

RE: November Irrigation System Maintenance

Routine maintenance was conducted throughout the month and any alarms were addressed as quickly as possible.

In addition to routine maintenance, the following issues were addressed:

- Replaced out of warranty decoder for valve A17.
- Repaired broken 2-wire path on Balm controller. Zones along the north/west side of Ayersworth between Mystic Topaz Way and US 301 are now fully operational.
- Repaired 3" mainline leak along east side of Ayersworth, just south of Balm, and in the process discovered at least two more valves that irrigate areas along Balm, east of Ayersworth. At least two valve boxes will also need to be replaced. A proposal was sent to activate these zones if the Board is interested.
- Reduced irrigation to one day a week to meet new irrigation restrictions for potable and well water. Currently waiting to hear back from the District regarding a variance since all of the irrigation cannot be completed in the current watering window.
- Identified a failed gate valve at the pump on Kelly Green and there is also a hung tree bubbler valve. Proposals were sent for both these repairs.

The ET sensor located on the Hunter ACC controller along Paseo Al Mar at Paradiso recorded 1.23" of ET and 0.81" of rain between October 31st and November 30th. There were two significant rainfall events of 0.25" or more, the greatest occurring on November 14th when 0.28" was recorded. Fortunately, two days of back-to-back rainfall did allow the site to be shut down for several days to take advantage of what nature provided.

The drought in the Tampa Bay area continues and conditions are worsening throughout the Bay area. The southern half of Hillsborough County is currently experiencing extreme to severe drought and there is no relief in sight. As a result, new one day a week watering restrictions took place on December 1st. Due to the number of zones on this site, it is impossible to water the entire boulevard in the allowable time, so the District has been contacted regarding a variance.

If you have any questions or concerns, please feel free to contact us at your earliest convenience.

Sincerely,

Gail Huff

Gail Huff – C.L.I.A., Florida Water Star Certified





Damaged valve boxes along Balm, east of Ayersworth, need to be replaced as soon as possible since the open area does represent a tripping hazard. The area has been identified with yellow caution tape, but this is temporary at best.



Proposal #370712
 Date: 11/28/2023
 From: Robin Rhodes

Proposal For

Highlands CDD
 c/o Inframark
 210 N University Dr
 Suite 702
 Coral Springs, FL 33071

main:
 mobile:
 inframark@avidbill.com

Location

11102 Ayersworth Glen Blvd
 Wimauma, FL 33598

Property Name: Highlands CDD

Inspection Report Issue 9 & 10

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
Plant Installation Labor	6.00	\$428.57
White Fountain Grass 3 gallon	16.00	\$297.14
Downy Jasmine 3 gallon	30.00	\$642.85
St. Augustine Sod	525.00	\$2,174.97
Mulch Installation Labor	2.00	\$142.86
Mini Pine Bark Mulch yards	5.00	\$257.14

Client Notes

- Fill in missing plants and close in bed line, remove declining Hawthrone.
- Add 16 White Fountain Grass 3 gallon, Add 30 Downy Jasmine to match Bed across the street.
- Add 525 Sq. Ft. of St Augustine sod to fill in Bed lines.
- Add 5 yards of Mini Pine Bark Nuggets to new plants.



Signature

x

SUBTOTAL	\$3,943.53
SALES TAX	\$0.00
TOTAL	\$3,943.53

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Assigned To

Print Name: _____

Robin Rhodes
Office:
rrhodes@yellowstonelandscape.com

Title: _____

Date: _____



Proposal #370682
 Date: 11/28/2023
 From: Robin Rhodes

Proposal For

Highlands CDD
 c/o Inframark
 210 N University Dr
 Suite 702
 Coral Springs, FL 33071

main:
 mobile:
 inframark@avidbill.com

Location

11102 Ayersworth Glen Blvd
 Wimauma, FL 33598

Property Name: Highlands CDD

Inspection Report Issue 15

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
Plant Installation Labor	4.00	\$285.71
Dwarf Red Ixora 3 gallon	8.00	\$171.43
variegated Arboricola 3 gallon	25.00	\$464.28
St. Augustine Sod	500.00	\$2,071.40
Mulch Installation Labor	0.00	\$0.00
Mini Pine Bark Mulch yard	5.00	\$257.14

Client Notes

- Exit side of Balm Entrance fill bed, Add 8 Dwarf Red Ixora 3 gallon to fill in missing plants
- Add 25 Variegated Arboricola 3 gallon behind Ixora to fill in bed.
- Add 500 Sq. Ft. St. Augustine sod fill in bed lines.
- Add 5 yard of Mini Pine bark mulch to new plants.



Signature

x

SUBTOTAL	\$3,249.96
SALES TAX	\$0.00
TOTAL	\$3,249.96

*Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.
 Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Robin Rhodes

Office:
rrhodes@yellowstonelandscape.com



Proposal #370659
 Date: 11/28/2023
 From: Robin Rhodes

Proposal For

Highlands CDD
 c/o Inframark
 210 N University Dr
 Suite 702
 Coral Springs, FL 33071

main:
 mobile:
 inframark@avidbill.com

Location

11102 Ayersworth Glen Blvd
 Wimauma, FL 33598

Property Name: Highlands CDD

Inspection Report Issue 16

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
Tree Installation Labor	4.00	\$285.71
Live Oak Tree	1.00	\$499.99
30 gallon		
Plant Installation Labor	4.00	\$285.71
Variegated Aborcolia	25.00	\$464.28
3 gallon		
St. Augustine Sod	375.00	\$1,446.41
Mulch Installation Labor	2.00	\$142.86
Pine Bark Mini nuggets Mulch	5.00	\$257.14
yard		
Other Labor	1.00	\$71.43
Arbor Braces	1.00	\$42.86

Client Notes

Entrance side of Balm along pond, Add 1 Live Oak 30 gal. for missing tree taken down by Hurricane.

Add 25 Variegated Arboricola 3 gallon on backside and around Tree.

Add 375 Sq. Ft of St. Augustine to close in bed lines.

Add 5 yards of mulch to new plants and tree.

Add arbor braces to new Tree to stabilize tree from falling over until established.

Irrigation will need to be check in area to make sure Irrigation is working in area and may need to add bubbler for new tree.



SUBTOTAL \$3,496.39

SALES TAX \$0.00

TOTAL \$3,496.39

Signature

x

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Assigned To

Print Name: _____

Robin Rhodes

Title: _____

Office:

rrhodes@yellowstonelandscape.com

Date: _____



Proposal #370699

Date: 11/28/2023

From: Robin Rhodes

Proposal For

Highlands CDD

c/o Inframark
210 N University Dr
Suite 702
Coral Springs, FL 33071

main:
mobile:
inframark@avidbill.com

Location

11102 Ayersworth Glen Blvd
Wimauma, FL 33598

Property Name: Highlands CDD

Inspection Report issue 17

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
Plant Installation Labor	2.00	\$142.86
Downy Jasmine 3 gallon	2.00	\$42.86
Loropetalum 3 gallon	10.00	\$185.71
St. Augustine Sod	75.00	\$310.71
Mulch Installation Labor	2.00	\$142.86
Mini Pine Bark Mulch	5.00	\$257.14

Client Notes

Fill in missing plants Add 10 Loropetalum 3 gallon

Add 2 missing Downy Jasmine 3 gallon

Add 75 sq. ft. of St. Augustine sod to fill in bed lines.

ADD 5 Yards of Mini Pine Bark Nugget mulch to new plants and existing plants.

Irrigation well need to be checked before and after new plants



Signature

x

SUBTOTAL	\$1,082.14
SALES TAX	\$0.00
TOTAL	\$1,082.14

*Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.
 Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

Contact

Assigned To

Print Name: _____

Robin Rhodes
 Office:
 rrhodes@yellowstonelandscape.com

Title: _____

Date: _____

**HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT
PARKING POLICIES STATEMENT AND
RESERVATION OF AMENDMENT POWER**

The Board of Supervisors of Highlands Community Development District (hereinafter referred to as the “District”) reserves the right to amend, at any time, the policies contained herein at its sole and absolute discretion.

NOTICE

Failure to comply with the policies stated herein may possibly result in towing / removal of the violating personal property (Watercraft, Trailer, RV, etc.) or vehicle (car, truck, motorcycle, etc.) at owner’s expense.

Park At Your Own Risk: The District assumes no liability for any theft, vandalism and / or damage that might occur to personal property and / or vehicles parked on any of the District’s property.

In the event theft, vandalism and / or damage occurs to either personal property or vehicles, affected owners are advised to contact the local law enforcement. In the event theft, vandalism and / or damage occur, District staff will not contact local law enforcement on behalf of affected owners.

SECTION I: DESIGNATED PARKING AREAS

Amenity Facilities/District Common Areas Parking:

- NO OVERNIGHT PARKING is permitted anytime between the hours of 8:30 P.M. and 8:00 A.M. but parking exceptions may be granted (pursuant to the procedures as provided herein).

**SECTION II: PARKING EXCEPTIONS / SPECIAL
DISPENSATION AND CIRCUMSTANCES**

1. Parking exceptions will be granted by way of written correspondence from the Manager of the Amenities Facilities of the District or their designee, as the designated authority of the District.
 - a. No verbal grants of authority will be issued or be held valid.
 - b. It is the responsibility of the person(s) requesting a parking exception to secure all necessary documentation and approvals.
 - c. Failure to secure all necessary documentation and approvals may result in the towing and / or removal of the vehicle and / or personal property from the premises.

2. Issuance of Written Exception Notice.

- a. Copy of Notice to be placed on highly visible area of the vehicle and / or personal property for which exception was granted.
 - b. Contact information of the District and owner of the vehicle and/or personal property to be on the Notice.
3. Upon expiration of the Written Exception Notice, owner will have twenty-four (24) hours to remove the vehicle and / or personal property in accordance with the policies stated herein.
- a. Failure to remove the vehicle and / or personal property within the stated timeframe may result in the commencement of immediate towing and removal per the provisions of Section III except such towing will be without further warning or opportunity for compliance.

SECTION III: TOWING / REMOVAL PROCEDURES

1. Signage and Language Compliance
 - a. The appropriate towing signage and verbiage will be posted on District property in conformance with applicable Florida Statutes and the District shall enter into and maintain a written agreement with a firm authorized by Florida law to perform such towing/removal services.
2. Towing / Removal Discretion Authority
 - a. Prior to any towing or removal action being taken by anyone other than **the Manager of the Amenities Facilities of the District** or their designee, the authorized individuals must first contact **the Manager of the Amenities Facilities of the District** for verification that no exceptions were granted for the subject personal property or vehicle.
 - b. The **Manager of the Amenities Facilities of the District** is to be copied on any written correspondence granting parking exceptions.
3. Issuance of Written Warning Notice.
 - a. Notice to be placed on highly visible area of violating personal property and / or vehicle by **the Manager of the Amenities Facilities of the District** or their designee.
 - b. Description of violation.
 - c. Date and time of Written Warning Notice issuance
 - i. Long date format (e.g., Wednesday, June 28, 2023)
 - ii. 24-hour clock format (e.g., 16:30)
 - d. Date of potential personal property and / or vehicle tow / removal, if not removed.
 - i. Long date format (e.g., Thursday, June 29, 2023)
 - ii. 24-hour clock format (e.g., 16:30)
 - e. Contact information of the District's Amenities Facilities Management.
4. Owner will have twenty-four (24) hours from issuance of the Written Warning Notice (date and time) to remove the violating personal property and / or vehicle or towing will commence. If any personal property and/or vehicle is found in violation of these policies

again at any time, such personal property and/or vehicle may be towed without further notice.

- a. The following information will be kept on file at the District:
 - i. Copy of all Written Warning Notice issuances
 1. Date and time of Written Warning Notice issuance
 - a. Long Date Format (e.g., Wednesday, June 28, 2023)
 - b. 24 Hour Clock format (e.g., 16:30)
 2. Log of date the personal property and / or vehicle was towed / removed (if towed/removed)
 - a. Long Date Format (e.g., Thursday, June 29, 2023)
 - b. 24 Hour Clock format (e.g., 16:40)
 - ii. Digital photograph of violating personal property and / or vehicle.

5. Tow / Removal Appeal and Cost Reimbursement.

- a. Any person(s) has the right to dispute and request cost reimbursement for a tow and / or removal action by appealing to the Board of Supervisors of the District.
 - i. An appeal must be submitted in writing to the District for placement on the next regularly scheduled District meeting agenda.
 - ii. The District must be in receipt of such appeal no fewer than ten (10) calendar days prior to the next regularly scheduled District meeting.
- b. Any person(s) appealing a tow and / or removal action will be governed by the following conditions:
 - i. Must be physically present at meeting in which the appeal will be heard by the Board of Supervisors. Failure of attendance will result in dismissal of appeal with no resubmission on future District agenda docket.
 - ii. Argument and basis for appeal will be limited to five (5) minutes per account.
 - iii. Must furnish own copies of any documentation to present to the Board of Supervisors supplementing the argument and basis for the appeal (if applicable).
- c. The District's Board of Supervisors reserves the right to grant or deny any appeal and cost reimbursement at its sole and absolute discretion. District action(s) will be resolved by way of successful Board motion.

6. Emergencies.

Notwithstanding any provision contained herein, the District specifically reserves the right to immediately tow and/or remove any personal property or vehicle, without complying with the notice provisions referenced above, which poses a safety hazard or is preventing ingress/egress to public and/or another's private property.

Monthly Manager's Report – Highlands CDD 11/1/2023



**Highlands CDD
Ayersworth Glen
11102 Ayersworth Glen Blvd.
Wimauma, FL 33598
813-633-3322**

- Assisted 10 residents with access cards for Amenities
- Added 7 residents to email list
- Completed community drive through weekly
- Obtained modified proposal for gym mirror. Both proposals are now for the same size mirror.
- Sharper Image Pools is still in the process of resurfacing the pool
- ST6 began surveying the basketball court to begin the access system installation
- Trimmers Holiday décor completed the installation of the Christmas lights
- The floodlight near the gym entrance area has been installed
- Fitness Smith has installed the new rower machine in the gym
- Installed new blinds in clubhouse kitchen
- Registration for the holiday party has been completed.
- All addresses for You've been elfed have been assigned,
- Marc Security performed regular security Duties
- Performed regular maintenance duties daily
- Reorganized pool furniture daily
- Cleaned around dumpster enclosure
- Cleaned pool deck
- Cleaned pool furniture

Vendors on site

- **Advanced Aquatics**
- **Yellowstone**
- **Aqua Sentry**
- **Ballinger**

Upcoming Events

- **Community Holiday Event 12/14/23**

RESOLUTION 2024-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT
AMENDING THE DISTRICT'S AMENITY POLICIES & RATES;
PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN
EFFECTIVE DATE; AND PROVIDING FOR REPEAL OF RULES
IN CONFLICT THEREWITH.**

WHEREAS, the Highlands 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 Hillsborough County, Florida; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt resolutions as may be necessary for the conduct of District business including rules, charges, and fees for usage of District amenities; and

WHEREAS, the District had previously adopted Amenity Policies & Rates for which it desires to make certain amendments and revisions; and

WHEREAS, on November 9, 2021, after a duly noticed public hearing, the District's Board of Supervisors adopted amended Amenity Policies & Rates, which became effective on that date; and

WHEREAS, on September 13, 2022, the District approved certain amendments and revisions to the previously adopted Amenity Policies & Rates to modify and clarify the hours available for private events to be held in the District's "Event Room;" and

WHEREAS, on October 10, 2023, the District approved certain amendment and revisions to the adopted and amended Amenity Policies & Rates to specify rules and polices regarding the use of the District's ponds including for fishing purposes; and

WHEREAS, the District now desires to make certain amendments and revisions to the previously adopted and amended Amenity Policies & Rates to specify rules and polices regarding the use of key fobs rather than access cards for access to the District's amenity facilities, and various other matters; and

WHEREAS, the revised Amenity Policies & Rates, attached hereto as Exhibit A, and incorporated herein by reference, are for immediate use and application.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Board of Supervisors hereby adopts the revised Amenity Policies & Rates, attached hereto as Exhibit A. The Rules referenced herein shall stay in full force and effect until such time as the Board of Supervisors may amend, rescind, or repeal the attached in accordance with Chapter 190, Florida Statutes, and other applicable law.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective immediately upon its passage and shall remain in effect unless rescinded or repealed.

SECTION 4. This Resolution shall repeal all previously adopted Amenity Policies & Rates of the District to the extent that they are in conflict.

PASSED AND ADOPTED this 12th day of December, 2023.

ATTEST:

**HIGHLANDS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair

Exhibit A: Revised Amenity Policies & Rates

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

AMENITY POLICIES & RATES

ADOPTED NOVEMBER 9, 2021
REVISED SEPTEMBER 13, 2022;
OCTOBER 10, 2023;
DECEMBER 12, 2023

DEFINITIONS

~~“Access Card” shall mean an electronic card issued by District Staff to each Patron to access the Amenity Facilities.~~

“Activities” - shall mean the use of or acceptance of the use of the Amenities, or engagement in any contest, game, function, exercise, competition, sport, event, or other activity operated, organized, arranged or sponsored by the District, its contractors or third parties authorized by the District.

“Amenities” or “Amenity Facilities” – shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the Clubhouse, Fitness Center, Outdoor Exercise Equipment Area, Swimming Pool, Dog Park, Playgrounds, Parks, and Basketball Court, together with their appurtenant facilities and areas.

“Amenity Manager” – shall mean that person or firm so designated by the District’s Board of Supervisors to manage the Amenities, including their employees.

“Amenity Policies” or “Policies” – shall mean these Amenity Policies & Rates of the Highlands Community Development District, as amended from time to time. The Board of Supervisors reserves the right to amend or modify these Policies and will notify the public of any changes by posting the revised Policies on the District’s website. The Board of Supervisors and District Staff shall have full authority to enforce the Amenity Policies.

“Annual User Fee” – shall mean the fee established by the District for any person that is not a Resident or Renter and wishes to become a Patron. The amount of the Annual User Fee is set forth herein, and that amount is subject to change based on Board action.

“Basketball Court” - shall mean the basketball court located to the south of the parking lot for the Clubhouse, which is owned and maintained by the District.

“Board of Supervisors” or “Board” – shall mean the Highlands Community Development District’s Board of Supervisors.

“Clubhouse” – shall mean the amenity building commonly referred to as the Ayersworth Glen Clubhouse, located at 11102 Ayersworth Glen Boulevard, Wimauma, Florida 33598.

“District” – shall mean the Highlands Community Development District.

“District Staff” – shall mean the Amenity Manager, the District Manager, and District Counsel.

“Dog Park” – shall mean the designated dog park owned and maintained by the District.

“Event Room” – shall mean the designated area in the Clubhouse that is available for holding private events subject to the terms and conditions provided herein.

“Fitness Center” – shall mean the designated exercise area in the Clubhouse including the exercise equipment.

“Guest” – shall mean any person, other than a Patron, who is expressly authorized by the District to use the Amenities or invited for a specific visit by a Patron over the age of eighteen (18) years to use the Amenities.

“Household” – shall mean those individuals residing within the immediate household of a Patron. This can consist of individuals who have not yet attained the age of eighteen (18) or individuals over the age of eighteen (18) actually residing in the household. This does not include visiting relatives or extended family not residing in the home. Proof of residency for individuals over the age of eighteen (18) years is required by driver’s license or state or federal issued form of identification. A signed affidavit of residency shall be required for individuals under the age of eighteen (18) years.

“Key Fob” – shall mean an electronic device issued to a Patron to provide access to the Amenity Facilities.

“Non-Resident Patron” – shall mean any person not owning or renting property within the District who is paying the Annual User Fee to the District for use of the Amenity Facilities.

“Outdoor Exercise Equipment Area” – shall mean the various exercise stations located outdoors, which are owned and maintained by the District.

“Parks” – shall mean any and all designated park areas owned and maintained by the District.

“Patron” – shall mean any Resident, Renter, or Non-Resident Patron, as defined herein.

“Playgrounds” – shall mean all areas owned and maintained by the District that include any playground equipment.

“Renter” – shall mean an individual maintaining his or her residence in a home located within the District pursuant to a valid rental or lease agreement. Proof of valid rental ~~or~~, lease agreement, and photo identification shall be required to acquire an ~~Access Card~~Key Fob.

“Resident” – shall mean any person or entity owning property within the District.

“Service Animal” – shall mean animals meeting the definition provided for under Section 413.08(1)(d), Florida Statutes (F.S.), as may be amended.

“Swimming Pool” or “Pool” – shall mean the swimming pool adjacent to the Clubhouse, including the pool deck area.

AMENITIES ACCESS AND USAGE

Only Patrons and Guests have the right to use the Amenities; provided, however, that certain community programming events may be available to the general public, where permitted by the District, and subject to payment of any applicable fees and satisfaction of any other applicable requirements, including adherence to the Amenity Policies. All persons using the Amenities do so at their own risk and agree to abide by the Amenity Policies. The District shall assume no responsibility and shall not be liable for any accidents, personal injury or death, or damage to or loss of property arising from the use of the Amenities or from the acts, omissions, or negligence of other persons using the Amenities.

Resident Access and Usage. Residents must pay Operations & Maintenance Assessments applicable to property owners within the District in accordance with the District's annual assessment resolution. Payment of Operations & Maintenance Assessments covers the Annual User Fee for such Resident and entitles the Resident to use of the Amenities for the corresponding fiscal year of the District, which year begins October 1 and ends September 30. Residents must complete the Amenities Access Registration Form, provide proof of residency (i.e., a copy of the deed) and photo identification, and pay any applicable fee before he or she receives a Key Fob. ~~prior to access to or use of the Amenities.~~

Non-Resident Access and Usage. A Non-Resident Patron must pay the Annual User Fee in order to have the right to use the Amenities for one full year, which year begins from the date of receipt of payment by the District. The Annual User Fee must be paid in full before the Non-Resident Patron may use the Amenities. Each subsequent Annual User Fee shall be paid in full on or before the anniversary date of application. Annual User Fees may be renewed no more than thirty (30) days in advance of the date of expiration and for no more than one (1) calendar year. Multi-year memberships are not available. The Annual User Fee is nonrefundable and nontransferable. Non-Resident Patrons must complete the Amenities Access Registration Form prior to access to or use of the Amenities.

Renter's Privileges. Residents who rent or lease residential unit(s) in the District shall have the right to designate the Renter of the residential unit(s) as the beneficial users of the Resident's privileges to use the Amenities upon submission of proper written documentation as specified herein. Residents may retain their Amenities rights in lieu of granting them to their Renters. A Resident may not retain their rights to use the Amenities and grant them to a Renter at the same time for the same residential property.

1. A Renter who is designated by a Resident as the beneficial user of the Resident's rights to use the Amenities ~~shall~~ may be entitled to the same rights and privileges to use the Amenities as the Resident. A Renter will be required to complete the Amenities Access Registration Form, provide proof of residency (i.e., a copy of the lease agreement) and photo identification, and pay any applicable fee before he or she receives ~~an Access Card~~ Key Fob. Such Renter shall receive ~~an Access Card~~ Key Fob which shall expire at the end of the lease term and may be reactivated upon provision of proof of residency.
2. During the period when a Renter is designated as the beneficial user, the Resident shall not be entitled to use the Amenities.

3. Residents shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Resident owners are responsible for the department of their respective Renter.
4. Renters shall be subject to the Amenity Policies.

Guest Access and Usage. Each Patron (limited to one Patron per Household at any one time) is entitled to bring up to four (4) persons as Guests to the Amenities at one time (unless the Patron has reserved the Clubhouse). District Staff shall be authorized to verify and enforce the authorized number of Guests. A Patron over the age of eighteen (18) years must accompany Guests at all times during Guests' use of the Amenities and are responsible for any and all actions taken by such Guests. Violation of the Amenity Policies by a Guest may result in suspension or termination of the Patron's Amenities access and usage privileges. Exceeding the authorized number of Guests specified above shall be grounds for suspension or termination of a Patron's Household's Amenities access and usage privileges.

~~***Access Cards***~~***Key Fobs.*** Each Patron will be issued an ~~Access Card~~***Key Fob*** by District Staff upon completion of the Amenities Access Registration Form. All Patrons must have a digital photo taken by District Staff, ~~which shall appear on the Patron's assigned Access Card.~~ ~~Access Cards~~***Key Fobs*** will allow Patrons entry to the Amenities during regular operating hours of the Amenities.

Patron Household members that are sixteen (16) years or older ~~shall~~***may*** receive an ~~Access Card~~***Key Fob*** allowing access to the Amenities. ~~Patron Household members that are between the ages of thirteen (13) years and sixteen (16) years shall be issued Access Cards for identification purposes only, which shall be carried at all times during use of the Amenities.~~ All minors under sixteen (16) years of age must be accompanied by an adult eighteen (18) years or older at all times ~~while using the Amenity Facilities.~~ Each Patron Household will be authorized initial ~~Access Cards~~***Key Fobs*** for up to ~~six-four (64)~~ Household members, ~~two (2) of which are~~ free of charge, ~~after which a~~ fee shall be charged for each additional ~~Access Card~~***Key Fob*** in accordance with the Amenity Rates then in effect.

Patrons must scan their ~~Access Cards~~***Key Fobs*** ~~in the card reader~~ to gain access to the Amenities. This ~~Access Card~~***Key Fob*** system provides a security and safety measure for Patrons and protects the Amenities from non-Patron entry. Under no circumstances, shall a Patron provide their ~~Access Card~~***Key Fob*** to another person, whether Patron or non-Patron, to allow access to the Amenities.

~~Access Cards~~***Key Fobs*** are the property of the District and are non-transferable except in accordance with the District's Amenity Policies. All lost or stolen ~~cards~~***Key Fobs*** must be reported immediately to District Staff. Applicable fees shall apply to replace any lost or stolen ~~cards~~***Key Fobs***.

SMOKING, DRUGS, AND ALCOHOL

Smoking, including vapor and electric devices, is not permitted in any building, or enclosed or fenced area to the maximum extent of the prohibitions set forth in the Florida Clean Indoor Air Act or other subsequent legislation. Additionally, to the extent not prohibited by law, smoking is

discouraged in the Amenities and on District-owned property. All waste must be disposed of in the appropriate receptacles. No employee or contractor of the District shall smoke in any building, or enclosed or fenced area of the Amenities. Any violation of this policy shall be reported to District Staff.

Possession, use, and/or consumption of illegal drugs or alcoholic beverages is prohibited at the Amenities and on all other District-owned property. Any person that appears to be under the influence of drugs or alcohol will be asked to leave the Amenities. Violation of this policy may result in suspension or termination of Amenities access and usage privileges and illegal drug use may be punished to the maximum extent allowed by law.

SERVICE ANIMAL POLICY

All animals, with the exception of dogs in the Dog Park and Service Animals, are not permitted within any District-owned public accommodations including, but not limited to, amenity buildings (offices, social halls and fitness center), pools, tennis courts, basketball courts, playgrounds, parking lots, open spaces and other appurtenances or related improvements. A Service Animal must be kept under the control of its handler by leash or harness, unless doing so interferes with the Service Animal's work or tasks or the individual's disability prevents doing so. The District may remove the Service Animal under the following conditions:

- If the Service Animal is out of control and the handler does not take effective measures to control it;
- If the Service Animal is not housebroken; or,
- If the Service Animal's behavior poses a direct threat to the health and safety of others.

The District is prohibited from asking about the nature or extent of an individual's disability in order to determine whether an animal is a Service Animal or pet. However, the District may ask whether an animal is a Service Animal required because of a disability and what work or tasks the animal has been trained to perform.

GENERAL AMENITY POLICIES

Hours of Operation. All hours of operation of the Amenities will be established and published by the District on its website. The District may restrict access or close some or all of the Amenities at any time due to inclement weather, for purposes of providing a community activity, for a special event, for making improvements, for conducting maintenance, or for any other purposes. Any programs or events of the District may have priority over other users of the Amenities.

Unless otherwise posted on the website, all outdoor Amenities are open only from dawn until dusk. The specific, current hours of operation for several of the Amenities, which may be amended from time to time, and which may be subject to closure for holidays and other special circumstances, are as published on the District's website. No Patron or Guest is allowed in the service areas of the Amenities.

General Usage Guidelines. Except as otherwise stated herein, the following guidelines govern the use of the Amenities, generally. Specific policies for each Amenity are outlined in the respective section for each herein.

(1) **Registration and ~~Access Cards~~Key Fobs.** Each Patron must scan in an ~~Access Card~~Key Fob in order to access the Amenities and must have his or her assigned ~~Access Card~~Key Fob available for inspection by District Staff while using the Amenities. ~~Access Cards~~Key Fobs are only to be used by the Patron to whom they are issued.

(2) **Attire.** With the exception of the Swimming Pool and wet areas where bathing suits are permitted, Patrons and Guests must be properly attired with shirts and shoes to use the Amenities. Bathing suits and wet feet are not allowed indoors with the exception of the bathrooms.

(3) **Food and Drink.** Food and drink will be limited to designated areas only. No glass containers of any type are permitted at any of the Amenities. All persons using any of the Amenities must keep the area clean by properly disposing of trash or debris.

(4) **Parking and Vehicles.** Vehicles must be parked in designated areas. Vehicles should not be parked on grassed areas or in any way which blocks the normal flow of traffic. During special events, alternative parking arrangements may be authorized but only as directed by District Staff. Off-road bikes/vehicles (including ATV's), and motorized scooters are prohibited on all property owned, maintained, and operated by the District or at any of the Amenities unless said vehicles are owned by the District or an authorized District contractor.

(5) **Fireworks.** Fireworks of any kind are not permitted anywhere on District-owned property.

(6) **Bicycles, Skateboards, Etc.** Bicycles, skateboards, rollerblades, and similar items are not permitted on Amenity property, which includes, but is not limited to, the Clubhouse parking lot, the Clubhouse, Swimming Pool, athletic fields, Basketball Court, Playgrounds, and sidewalks proximate to these areas.

(7) **Grills.** Personal propane barbeque grills are permitted to be used at the Parks and Swimming Pool. Patrons are responsible for properly cleaning up the area after use. No personal charcoal barbeque grills are permitted to be used at the Amenities or on any other District-owned property.

(8) **Firearms.** Firearms are not permitted in the Amenities unless the Patron or Guest is authorized to possess and carry a firearm under Florida law. Among other prohibitions, no firearms may be carried to any meeting of the District's Board of Supervisors.

(9) **Equipment.** All District equipment, furniture, and other tangible property must be returned in good condition after use. Patrons and Guests are encouraged to notify District Staff if such items are in need of repair, maintenance, or cleaning.

(10) **Littering.** Patrons and Guests are responsible for cleaning up after themselves and helping to keep the Amenities clean at all times.

(11) **Bounce Houses and Other Structures.** The installation and use of bounce houses and similar apparatus is prohibited on District property without prior approval by District Staff. Patrons desiring to install bounce houses or similar apparatus will be required to provide a certificate of liability insurance acceptable to the District prior to receiving such approval. No exceptions will be made.

(12) **Cellular Phones.** To prevent disturbance to others, use of cellular telephones should be limited while using the Amenities. Patrons and Guests are asked to keep their ringers turned off or on vibrate while using the Amenities.

(13) **Excessive Noise.** Excessive noise that will disturb other Patrons and Guests is not permitted.

(14) **Lost or Stolen Property.** The District is not responsible for a Patron or Guest's lost or stolen items while using the Amenities. The Amenity Manager is not permitted to hold valuables or bags for Patrons or Guests. All found items should be turned in to the Amenity Manager for storage in the lost and found. Items will be stored in the lost and found for two (2) weeks after which District Staff shall dispose of such items in such manner as determined in its sole discretion; provided, however, that District Staff shall not be permitted to keep such items personally or to give such items to anyone not otherwise claiming ownership.

(15) **Trespassing / Loitering.** There is no trespassing or loitering allowed at the Amenities. Any individual violating this policy may be reported to the local authorities.

(16) **Compliance with Laws.** All Patrons and Guests shall abide by and comply with any and all federal, state, and local laws and ordinances, as well as any District rules and policies, while present at or utilizing the Amenities, and shall ensure that any minor for whom they are responsible also complies with the same.

(17) **Courtesy.** Patrons and their Guests shall treat all District Staff and other Patrons and Guests with courtesy and respect.

(18) **Emergencies.** In the event of an injury, property damage, or other emergency, District Staff should be contacted immediately.

(19) **False Alarms.** Anyone improperly attempting to enter the Amenity Facilities outside of regular operating hours or without the use of a valid ~~Access Card~~ Key Fob and who thereby causes the security alarm to activate will be responsible for the full amount of any fee charged to the District in connection with such security alarm.

SWIMMING POOL POLICIES

(1) **Operating Hours.** Swimming is permitted only during designated hours, as posted at the Swimming Pool. Swimming after dusk is prohibited.

(2) ***Swim at Your Own Risk.*** All persons using the Swimming Pool do so at their own risk and must abide by all posted Swimming Pool rules and policies and the Amenity Policies.

(3) ***Supervision of Children.*** Children under the age of sixteen (16) years must be accompanied by, and supervised by, an adult at least eighteen (18) years of age at all times while using the Swimming Pool. All children five (5) years of age or younger, as well as all children who are unable to swim by themselves, must be supervised by a responsible adult eighteen (18) years of age or older within arm's length at all times when on the pool deck or in the Pool. All children, regardless of age, using inflatable armbands (i.e., water wings) or any approved Coast Guard flotation device MUST be supervised one-on-one by an adult who is in the water and within arm's length of the child at all times.

(4) ***Aquatic Toys and Recreational Equipment.*** No flotation devices are allowed in the Pool except for water wings and swim rings used by children, under the direct supervision of an adult as specified in Section (3) above. Inflatable rafts, balls, pool floats, and other toys and equipment are prohibited at the Pool.

(5) ***Prevention of Disease.*** All swimmers must shower before initially entering the Pool. Persons with open cuts, wounds, sores or blisters, nasal or ear discharge may not use the Pool. No person should use the Pool with or if suspected of having a communicable disease which could be transmitted through the use of the Pool.

(6) ***Attire.*** Appropriate swimming attire (swimsuits) must be worn at the Pool at all times. No thongs or Brazilian bikinis are allowed. Wearing prohibited attire will result in immediate expulsion from the Pool.

(7) ***Horseplay*** No jumping, pushing, running, wrestling, excessive splashing, sitting or standing on shoulders, spitting water, or other horseplay is allowed in the Pool or on the Pool deck area.

(8) ***Diving.*** Diving is strictly prohibited at the Pool. Back dives, back flips, back jumps, or other dangerous actions are also prohibited.

(9) ***Weather.*** The Pool will be closed during electrical storms or when rain makes it difficult to see any part of the Pool or Pool bottom clearly. The Swimming Pool will be closed at the first sound of thunder or sighting of lightning and will remain closed for thirty (30) minutes after the last sound of thunder or sighting of lightning. Everyone must leave the Pool deck immediately upon hearing thunder or sighting lightning, or when instructed to do so by District Staff.

(10) ***Pool Furniture; Reservation of Tables or Chairs.*** Tables and chairs may not be removed from the Pool deck area. Tables or chairs on the Pool deck area may not be reserved by placing towels or personal belongings on them.

(11) ***Entrances.*** Pool entrances must be kept clear at all times.

(12) ***Pollution.*** No one shall pollute the Pool. Anyone who does pollute the Pool is liable for any costs incurred in cleaning, treating, and reopening the Pool.

(13) **Swim Diapers.** Children under the age of three (3) years, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste contaminating the Swimming Pool. If contamination occurs, the Pool will be shocked and closed for a period of twelve (12) hours. Patrons or Guests not abiding by this policy shall be responsible for any costs incurred in cleaning, treating, and reopening the Pool.

(14) **Staff Only.** Only authorized District Staff and District contractors are allowed in the service and chemical storage areas. Only authorized District Staff and District contractors may operate pool equipment or use pool chemicals.

(15) **Pool Closure.** In addition to any applicable Hillsborough County and the State of Florida Health Code Standards, and as provided for herein, the Pool will be closed for the following reasons:

- During severe weather conditions (heavy rain, lightning, and thunder) and warnings, especially when visibility to the Pool bottom is compromised (Pool deck area also closed).
- For thirty (30) minutes following the last occurrence of thunder or lightning (Pool deck area also closed).
- During operational and mechanical treatments for the Pool or difficulties affecting pool water quality.
- For a period of time following any mishap that results in feces or vomit in the Pool or Pool deck area.
- Any other reason deemed to be in the best interest of the District as determined by District Staff.

(16) **Containers.** Glass containers are not permitted in the Pool or Pool deck area.

(17) **No Private Rentals.** The Pool and Pool deck area are not available for rental for private events. All Pool rules remain in full effect during the rental of other Amenity areas.

(18) **Programming.** District Staff reserves the right to authorize all programs and events, including with regard to the number of guest participants, equipment, supplies, usage, etc., conducted at the Pool, including swim lessons, aquatic/recreational programs and pool parties. Any organized events taking place at the Pool must first be approved by the District.

(19) **Pool Chair Lifts.** The District provides ADA-compliant chair lifts at the Swimming Pool for use by disabled Patrons and Guests only.

- Anyone using the Pool chair lift is encouraged to consult with their physician prior to determine if use of the chair lift and the Swimming Pool is appropriate for them.
- Pool chair lifts are designed for self-use. District Staff is not authorized to assist any Patron or Guest with use of the chair lift other than providing initial operating instructions.
- Any unauthorized use of the Pool chair lifts by a non-disabled Patron or Guest is prohibited and shall result in immediate suspension from the Amenities for a minimum period of twenty-four (24) hours.

FITNESS CENTER AND OUTDOOR EXERCISE EQUIPMENT POLICIES

(1) ***Exercise at Your Own Risk.*** The Fitness Center and Outdoor Exercise Equipment Area is not supervised during operating hours. All Patrons and Guests are encouraged to consult their physician before beginning an exercise program and consult District Staff for questions or concerns about equipment use. All Patrons and Guests shall consult District Staff for any questions or concerns about the equipment.

(2) ***Usage Restrictions.*** Patrons and Guests ages fourteen (14) years and older may use the Fitness Center, but they must have an ~~Access Card~~Key Fob, have a signed waiver on file with the District, and be accompanied by an adult Patron eighteen (18) years of age or older. No children under the age of fourteen (14) years are allowed in the Fitness Center at any time.

(3) ***Attire.*** Appropriate attire including shorts, shirts, and closed-toe athletic footwear must be worn at all times in the Fitness Center.

(4) ***Food and Drink.*** No food or chewing gum is permitted in the Fitness Center. Water or other sport drinks must be contained in non-breakable spill-proof containers.

(5) ***Noise.*** Personal music devices are permitted if used with headphones and played at a volume that does not disturb others. Cell phones should be silenced and not used while in the Fitness Center.

(6) ***Equipment.*** Misuse or destruction of the Fitness Center equipment or the equipment in the Outdoor Exercise Equipment Area is prohibited. Weights or other fitness equipment may not be removed from the Fitness Center. Weights shall be replaced to their proper location after use. Free weights are not to be dropped and should be placed only on the floor or on equipment made specifically for storage of the weights. Patrons and Guests are responsible for wiping down fitness equipment after use.

(7) ***Personal Training.*** Except as expressly authorized by the District, the provision of personal training services for fees, or solicitation of personal training services for fees, is prohibited in the Fitness Center.

(8) ***Hand Chalk.*** Hand chalk is not permitted in the Fitness Center.

(9) ***Personal Items.*** No bags, gear, or clothing are permitted on the floor of the Fitness Center or on the fitness equipment.

(10) ***Courtesy.*** If another Patron or Guest is waiting, cardiovascular equipment utilization is limited to thirty (30) minutes. If a Patron or Guest is waiting for the weight equipment, individuals should allow others to “work in” between sets. All fitness equipment must be wiped down after use with the wipes and/or spray provided.

(11) **Maintenance.** All concerns, equipment malfunctions, and maintenance needs should be reported to District Staff immediately.

(12) **Emergencies.** All emergencies and injuries must be reported to District Staff immediately.

BASKETBALL COURT POLICIES

(1) **Use at Own Risk.** Patrons and Guests may use the Basketball Court at their own risk and must comply with all posted signage. All Patrons and Guests are encouraged to consult their physician before beginning an exercise program and using the Basketball Court. The Basketball Court is not staffed by the District.

(2) **Hours of Operation.** Unless otherwise posted, the Basketball Court is open from dawn until dusk.

(3) **Supervision of Children.** Supervision by an adult eighteen (18) years and older is required for minors under the age of sixteen (16) years while using the Basketball Court.

(4) **No Reservations.** The Basketball Court is available for use by Patrons and Guests on a first-come, first-served basis and cannot be reserved in advance. If another Patron or Guest is waiting, Basketball Court usage shall be limited to one (1) hour.

(5) **Attire.** Appropriate athletic attire including shorts, shirts, and closed-toe athletic footwear must be worn at all times while using the Basketball Court. No black-soled shoes are permitted.

(6) **Destructive Use of Equipment Prohibited.** Hanging on the hoops, dunking, drawing on the Basketball Court, and destructive use of the equipment is prohibited.

(7) **Food and Drinks.** Food and gum are not permitted on the Basketball Court. Drinks are permitted on the Basketball Court must be in a non-breakable spill-proof container. Patrons and Guests are responsible for clean-up of any drinks brought by them to the Basketball Court. No glass containers are permitted on the Basketball Court.

(8) **Prohibited Equipment.** No bicycles, scooters, skateboards, rollerblades or other similar equipment are permitted on the Basketball Court. No chairs, other than those provided by the District, are permitted on the Basketball Court.

(9) **Clean-up.** Patrons and Guests are responsible for clean-up of any items brought by them to the Basketball Court.

(10) **Emergencies.** All emergencies and injuries must be reported to District Staff immediately.

PLAYGROUND and PARK POLICIES

- (1) **Use at Own Risk.** Patrons and Guests may use the Playgrounds and Parks at their own risk and must comply with all posted signage. Playground and Parks are not staffed by the District.
- (2) **Hours of Operation.** Unless otherwise posted, all Playground and Park hours are from dawn to dusk.
- (3) **Supervision of Children.** Supervision by an adult eighteen (18) years and older is required for children under the age of thirteen (13) years while using a Playground or Park. Children must remain in the sight of adult supervisor at all times. All children are expected to play cooperatively with other children.
- (4) **Shoes/Clothing.** Proper footwear is required and no loose clothing, especially with strings, should be worn when using Playground equipment.
- (5) **Mulch.** The mulch material on the Playgrounds is necessary for reducing fall impact and for good drainage. It is not to be picked up, thrown, or kicked for any reason.
- (6) **Equipment.** Playground equipment shall only be used for its intended purpose. Misuse or destruction of the Playground equipment or any District property in the Playgrounds or Parks is prohibited.
- (7) **Food and Drinks.** Food and gum are not permitted on the Playgrounds, but are permitted at the Parks. Drinks are permitted in the Parks and the Playgrounds, but not on the Playground equipment. Drinks must be in a non-breakable spill-proof container. Patrons and Guests are responsible for clean-up of any food brought by them to the Parks and any drinks brought by them to the Parks or Playgrounds. No glass containers are permitted in the Parks or Playgrounds.
- (8) **Clean-up.** Patrons and Guests are responsible for clean-up of any items brought by them to the Playgrounds or Parks.
- (9) **Emergencies.** All emergencies and injuries must be reported to District Staff immediately.

DOG PARK POLICIES

- (1) **General.** The Dog Park is to be used exclusively for the enjoyment of canines with their owners.
- (2) **Use at Own Risk.** Patrons and Guests may use the Dog Park at their own risk and must comply with all posted signage. The Dog Park is not staffed by the District. The District is not responsible for any injuries to visiting dogs, their owners, or others using the Dog Park.
- (3) **Hours of Operation.** The Dog Park hours are from dawn to dusk.
- (4) **Supervision of Children.** Supervision by an adult eighteen (18) years and older is required for children under the age of thirteen (13) years while using the Dog Park. Children must remain in the sight of adult supervisor at all times.
- (5) **Shoes.** Proper footwear is required for Patrons and Guests while using the Dog Park.
- (6) **Equipment.** Equipment in the Dog Park shall only be used for its intended purpose. Misuse or destruction of the equipment or any District property in the Dog Park is prohibited.
- (7) **Food.** People food is prohibited in the Dog Park.
- (8) **Clean-up.** Patrons and Guests are responsible for clean-up of any items brought by them to the Dog Park.
- (9) **Glass Containers.** No glass containers are permitted in the Dog Park.
- (10) **Dogs and Use of Dog Park.**
 - a. Patrons and Guests using the Dog Park are responsible for the actions of their dogs.
 - b. Dog feces shall be picked up and disposed of by Patron/Guest.

- c. Dogs using the Dog Park must wear current license tag and have a current rabies vaccination.
 - d. Dogs must be leashed when entering and leaving the Dog Park.
 - e. Patrons and Guests using the Dog Park must be present, with leash, and in view of their dog at all times.
 - f. Dogs shall be under voice control of Patron/Guest at all times.
 - g. Aggressive dogs will not be allowed to remain in the Dog Park.
 - h. Dogs in heat are prohibited from using the Dog Park.
 - i. Dogs exceeding thirty-five (35) pounds in weight are prohibited from entering the designated "Small Dog" section of the Dog Park.
 - j. Patron/Guest shall immediately fill in any holes dug by their dog.
- (11) **Emergencies.** All emergencies and injuries must be reported to District Staff immediately.

FISHING AND POND POLICIES

Only Residents or Renters, and their respective Guests, may fish from District-owned property adjacent to District-owned ponds. Authorized users shall respect the property of the District, and others, at all times. Access to the District-owned ponds shall only be permitted through the proper access points located on District property. The ponds serve as stormwater management purposes and are not suitable for keeping or consuming caught fish. The purpose of these bodies of water is to help facilitate the District's natural water system for stormwater runoff.

- (1) Authorized users may fish from the District-owned ponds at their own risk and must comply with all posted signage. The District's ponds are not staffed by the District.
- (2) Fishing is only permitted from dawn until dusk in District-owned ponds.
- (3) The District operates under a catch-and-release policy for all fish caught in the District's ponds.. Removal of fish for personal keep or consumption is not authorized.
- (4) Spear fishing or the use of spear guns, bow & arrows, or firearms are not permitted as acceptable methods to fish in the District's ponds.
- (5) Cast netting is prohibited in the District's ponds.
- (6) Removal of hooks and lures from fish should be performed in a manner that gives the fish the best chance of survival. De-hookers or needle-nose pliers shall be carried by authorized Users at all times.
- (7) Circle hooks are recommended for all live bait fishing.
- (8) In events where dangerous wildlife is "caught" by hook or lure, the line(s) should be cut at a safe distance so as to avoid possible bodily injury and harm.
- (9) The use of profanity or disruptive behavior will not be tolerated.
- (10) All trash or debris must be removed from District property and disposed of in the appropriate receptacles.
- (11) Fish are not to be moved from one pond to another.

(12) Authorized users of the District-owned ponds will be responsible to obtain any permits or licenses that may be required under Florida Law to legally fish. Any monetary penalties or fees incurred by the District as a result of a user's failure to acquire such required permits or licenses will be the liability of the individual determined to be in violation.

(13) General Polices:

- a. Swimming is prohibited in all ponds on District property.
- b. No watercrafts of any kind are allowed in any of the ponds on District property.
- c. Feeding of wildlife, including alligators, is prohibited on District property.
- d. Parking along the county right-of-way or on any grassed area near the District's ponds is prohibited.
- e. All users of the District-owned ponds must be respectful of adjacent residential properties. Fishing from privately-owned property within the District is not permitted unless expressly authorized by the owner of said property.

FACILITY RENTAL POLICIES

(1) ***Rentals; Patrons Only.*** For the convenience and enjoyment of Patrons, the Clubhouse is available for rental between the hours of 11:00 am and 9:00 pm by Patrons in order to use the Clubhouse on an exclusive basis for organized events. Unless otherwise directed by the District, only Patrons may rent the Clubhouse. Patrons may not rent the Clubhouse on behalf of non-Patrons. All rentals are subject to availability and the discretion of District Staff. The Pool and Pool deck areas are NOT available for rental and shall remain open to other Patrons and Guests during normal operating hours. Patrons renting the Clubhouse are permitted up to fourteen (14) Guests (per rental event, not per Patron Household) for use and access to the Swimming Pool during the designated rental period. At the conclusion of the designated rental period, the standard Guest policy shall be in effect and fully enforceable by District Staff. The standard Guest policy (four (4) persons per Patron Household) shall remain in full force and effect with respect to the Pool during private rentals during all Federal holidays, holiday weekends, and school holidays including spring break.

(2) ***Rental Reservation Process.*** Patrons interested in renting the clubhouse may reserve a desired rental date and time on a first-come, first-served basis up to four (4) months in advance of such desired rental date. To reserve a desired rental date and time (the "Rental Date"), a Patron must submit to the Amenity Manager a completed Event Room Rental Agreement (Exhibit "C") and the full amount of the Event Room Rental Deposit as specified in the Amenity Rates (Exhibit "A"). A desired Rental Date will NOT be reserved until both the completed Event Room Rental Agreement and Deposit are received by District Staff. District Staff will review the Event Room Rental Agreement and has full authority to deny the request subject to availability and in its reasonable discretion. No later than fourteen (14) days prior to the Rental Date, Patron must submit to the Amenity Manager the full amount of the Event Room Rental Fee as specified in the Amenity Rates (Exhibit "A") or Patron's Event Room Rental Deposit will be forfeited and the Rental Date will be released and made available to other Patrons. To make a reservation within fourteen (14) days of the desired rental date, Patrons must submit to District Staff a completed Event Room Rental Agreement and the total amount of both the Event

Room Rental Deposit and the Event Room Rental Fee. NO EXCEPTIONS WILL BE MADE TO THE EVENT ROOM RENTAL RESERVATION PROCESS.

(3) **Cancellations.** Cancellations must be made in writing and received by the Amenity Manager at least thirty (30) days in advance of the Rental Date in order for Patron to receive a refund of the Event Room Rental Deposit.

(4) **Deposits.** Deposits will be returned to the Patron within ten (10) days of the Rental Date provided there has been no damage to District property and the Clubhouse has been properly cleaned after use by the Patron in accordance with the terms and conditions of the Event Room Rental Agreement.

(5) **Additional Cleaning or Damage.** The District may retain all or part of any Deposit if the District determines, in its sole discretion, that it is necessary to perform additional cleaning or to repair any damages arising from the rental. Should the costs of any such cleaning or repairs exceed the Deposit, the District shall have authority to recover such costs from Patron by any means legally available and to suspend Patron's Amenities access and use privileges until such Patron pays any such amounts.

(6) **Duration of Events.** Unless otherwise authorized in writing by the District's Board of Supervisors pursuant to a special request, Event Room rentals shall take place during the specified hours and be for a maximum of five (5) hours, inclusive of set-up and clean-up time. A maximum of one (1) additional hour for an Event Room rental may be permitted subject to the payment of an additional Event Room Rental fee as provided for in the Amenity Rates (Exhibit "A"). Under no circumstances shall an Event Room rental be permitted to end later than 9:00 pm. No exceptions shall be made to allow for set-up or clean-up outside of the authorized rental period.

(7) **Noise.** The volume of any live or recorded music must not violate applicable Hillsborough County noise ordinances or unreasonably interfere with the use and enjoyment by others of their homes or the other Amenities.

(8) **Capacity.** Under no circumstances shall the capacity limit of the Clubhouse be exceeded during any rental event.

(9) **Insurance.** Additional liability insurance coverage may be required for events that the District determines in its sole discretion should require additional liability insurance. The District must be named as an additional insured on any such insurance policy in order to satisfy any such requirement for additional liability insurance.

SUSPENSION AND TERMINATION OF PRIVILEGES

(1) **General Policy.** All persons using the Amenities and entering District property are responsible for and shall comply with the Amenity Policies established for the safe operations of the Amenities. Inappropriate behavior by Patrons or Guests will not be tolerated.

(2) ***Suspension of Access and Use Privileges.*** The District, through its Board, District Manager, Amenity Manager, or District Counsel shall have the right to restrict, suspend, or terminate the Amenities privileges of any person to use the Amenities for any of the following behavior:

- a. Submits false information on any application for use of the Amenities;
- b. Permits the unauthorized use of an ~~Access Card~~ Key Fob;
- c. Exhibits unsatisfactory behavior, manners, or appearance;
- d. Fails to pay amounts owed to the District in a proper and timely manner;
- e. Fails to abide by any District rules or policies including, but not limited to the Amenity Policies;
- f. Treats any member of the Board, District Staff, Amenity Manager, any District contractor or other representative, or any Patron, Guest, or Resident, in an unreasonable or abusive manner;
- g. Damages or destroys District property; or
- h. Engages in conduct that is improper or likely to endanger the health, safety, or welfare of the District, or any member of the Board, District Staff, Amenity Manager, any District contractor or other representative, or any Patron, Guest, or Resident.

(3) ***Authority of District Staff and Members of the Board of Supervisors.*** District Staff or their designee, or any member of the Board of Supervisors, has the ability to remove any person from the Amenities if any of the above-referenced behaviors or actions occur or if in his/her reasonable discretion it is the District's best interest to do so. As provided for herein, District Staff may restrict or suspend for cause, including but not limited to those described above, any person's privileges to use any or all of the Amenities until the next regularly scheduled meeting of the Board of Supervisors.

(4) ***Process for Suspension or Termination of Access and Use Privileges.*** Subject to the rights of District Staff set forth in Section 3 above, the following process shall govern suspension and termination of privileges:

- a. Offenses:
 - i. First Offense: Verbal warning by District Staff and suspension from the Amenities for up to one (1) week from the commencement of the suspension. Violation is recorded by District Staff, signed by the individual offender(s), and held on file by the District.
 - ii. Second Offense: Automatic suspension of all Amenities privileges for up to thirty (30) days from the commencement of the suspension, with the preparation by District Staff of a written report to be signed by the offender(s) and filed with the District.
 - iii. Third Offense: Suspension of all Amenities privileges for up to one (1) year. Such suspension shall run to the next regular meeting of the Board of Supervisors. At said meeting, the record of all previous offenses will be presented to the Board for recommendation of termination of the offender(s) privileges for up to one (1) calendar year. The length of the suspension is in the discretion of the Board and may be for less than one (1) year.
- b. Each offense shall expire one (1) year after such offense was committed, at which time the number of offenses on record for such offender(s) shall be reduced by one (1). For example, if

a first offense is committed on February 1 and a second offense on August 1, there will be two offenses on record until February 1 of the following year, at which time the first offense will expire and the second offense will thereafter be considered a first offense until it expires on the following August 1. The provisions of this Paragraph shall not at any time serve to reduce any suspensions or terminations, which may have been imposed prior to the expiration of any offenses.

c. Notwithstanding the foregoing, any time a user of the Amenities is arrested for an act committed, or allegedly committed, while on the premises of the Amenities, or violates the Amenity Policies in a manner that, in the discretion of District Staff upon consultation with one Board member, justifies suspension beyond the guidelines set forth above, such offender(s) shall have all Amenities privileges immediately suspended until the next Board of Supervisors meeting. At the Board meeting, the Board will be presented with the facts surrounding the arrest or violation and the Board may make a recommendation of suspension or termination of the offender(s) Amenities privileges, which suspension or termination may include members of the offender(s) Household and may, upon the first offense, equal to or exceed one (1) year. In particular situations that pose a long term or continuing threat to the health, safety, or welfare of the District or its Residents, Patrons, or Guests, permanent termination of Amenities privileges may be warranted and considered.

d. Any suspension or termination of Amenities privileges may be appealed to the Board of Supervisors for reversal or reduction. The Board's decision on appeal shall be final.

(5) ***Legal Action; Criminal Prosecution.*** If any person is found to have committed any of the infractions noted in Section 2 above, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature.

USE AT OWN RISK; INDEMNIFICATION

Any Patron, Guest, or other person who participates in Activities shall do so at his or her own risk, and shall indemnify, defend, release, hold harmless, and forever discharge the District and its contractors, and the present, former, and future supervisors, staff, officers, employees, representatives, agents, and contractors of each (collectively, the "Indemnitees"), for any and all liability, claims, lawsuits, actions, suits or demands, whether known or unknown, in law or equity, by any individual of any age, or any corporation or other entity, for any and all loss, injury, damage, theft, real or personal property damage, expenses (including attorney's fees, costs, and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings), and harm of any kind or nature arising out of, or in connection with, the participation in any Activities by said Patron, Guest, or other person, and any of his or her Guests and any members of his or her Household.

Should any Patron, Guest, or other person bring suit against the Indemnitees in connection with any Activities or relating in any way to the Amenities, and fail to obtain judgment therein against the Indemnitees, said Patron, Guest, or other person shall be liable to the District for all attorney's fees, costs, and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings.

The waiver of liability contained herein does not apply to any act of intentional, willful or wanton misconduct by the Indemnitees.

SOVEREIGN IMMUNITY

Nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, F.S., or other statutes or law.

SEVERABILITY

The invalidity or unenforceability of any one or more provisions of the Amenity Policies shall not affect the validity or enforceability of the remaining provisions, or any part of the Amenity Policies not held to be invalid or unenforceable.

AMENDMENTS AND WAIVERS

The Board in its sole discretion may amend the Amenity Policies from time to time. The Board by vote at a public meeting or the District Manager may elect in its/their sole discretion at any time to grant a waiver to any of the provisions of the Amenity Policies, provided however that the Board is informed within a reasonable time of any such waiver.

The above amended Amenity Policies & Rates were adopted on November 9, 2021, by the Board of Supervisors for the Highlands Community Development District.

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amenity Rates

Exhibit B: Amenities Access Registration Form

Exhibit C: Event Room Rental Agreement

EXHIBIT A
AMENITY RATES

TYPE	RATE (sales tax included)
Annual User Fee	\$2500.00
Additional Household Member Access Card <u>Key Fob</u>	\$10.00
Replacement Access Card <u>Key Fob</u>	\$30.00
Event Room Rental Deposit	\$350.00
Event Room Rental Fee	\$200.00 for up to five (5) hours; \$100.00 for one (1) additional hour

EXHIBIT B
AMENITIES ACCESS REGISTRATION FORM

**HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT
AMENITIES ACCESS REGISTRATION FORM**

NAME: _____

ADDRESS: _____

HOME TELEPHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

ADDITIONAL RESIDENT 1: _____ DOB IF UNDER 18: _____

ADDITIONAL RESIDENT 2: _____ DOB IF UNDER 18: _____

ADDITIONAL RESIDENT 3: _____ DOB IF UNDER 18: _____

~~ADDITIONAL RESIDENT 4: _____ DOB IF UNDER 18: _____~~

~~ADDITIONAL RESIDENT 5: _____ DOB IF UNDER 18: _____~~

ACCEPTANCE:

I acknowledge receipt of ~~Access Cards~~Key Fobs for the above listed residents and that the above information is true and correct. I understand that I have willingly provided all the information requested above and that it may be used by the District for various purposes. **I also understand that by providing this information that it may be accessed under Florida's public records laws.** I also understand that I am financially responsible for any damages caused by me, my Household members, or my guests and the damages resulting from the loss or theft of my or my Household members' ~~Access Cards~~Key Fobs. It is understood that ~~Access Cards~~Key Fobs are the property of the District and are non-transferable except in accordance with the District's rules, policies, and regulations. In consideration for the admittance of the above listed persons and their guests into the Amenities owned and operated by the District, I agree to hold harmless and release the District, its agents, officers, and employees from any and all liability for any injuries that might occur in conjunction with the use of any of the District's Amenity Facilities (including but not limited to: Swimming Pools, Basketball Courts, Fitness Center, Clubhouse, Dog Park, Playgrounds, Parks and other Amenities), as well as while on the District's property. Nothing herein shall be considered as a waiver of the District's sovereign immunity or limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes, or other applicable statute.

Signature of Patron (Legal Guardian if Minor)

Date

**AFFIDAVIT OF RESIDENCY:
(REQUIRED IF LEGAL FORM OF PROOF OF RESIDENCY NOT PROVIDED)**

I hereby state that the address listed above is the bona fide residence for all residents listed in this Amenities Access Registration Form and that such address is located within the Highlands Community Development District. I acknowledge that a false statement in this affidavit may subject me to penalties for making a false statement pursuant to Section 837.06, Florida Statutes. I declare that I have read the foregoing and the facts alleged are true and correct to the best of my knowledge and belief.

Signature of Patron

STATE OF FLORIDA
COUNTY OF _____

Acknowledged before me by means of __ physical presence or __ online notarization this ____ day of _____, 20__, by _____ who is () personally known to me or () has produced _____ as identification.

Notary Public, State of Florida
Print Name: _____
Commission No.: _____
My Commission Expires: _____

RECEIPT OF DISTRICT AMENITY POLICIES & RATES

I, the undersigned, hereby acknowledge that I have been provided and understand the terms set forth in the Highlands Community Development District's Amenity Policies & Rates.

Signature of Patron (Legal Guardian if Minor)

Date

GUEST POLICY:

Guest policies related to the Amenities is provided for the District's Amenity Policies & Rates.

PLEASE RETURN THIS FORM TO:

Highlands Community Development District
Attn: Will Williams, Clubhouse & Amenities Manager
11102 Ayersworth Glen Boulevard
Wimauma, FL 33598
Tel: (813) 633-3322
E-mail: awgclubhouse@gmail.com

OFFICE USE ONLY:

Date Received

Date Entered in System

Staff Member Signature

| PRIMARY RESIDENT: _____ ~~Access Card~~ Key Fob #

| ADDITIONAL RESIDENT 1: _____ ~~Access Card~~ Key Fob #

| ADDITIONAL RESIDENT 2: _____ ~~Access Card~~ Key Fob #

| ADDITIONAL RESIDENT 3: _____ ~~Access Card~~ Key Fob #

| ~~ADDITIONAL RESIDENT 4: _____ Access Card # _____~~

| ~~ADDITIONAL RESIDENT 5: _____ Access Card # _____~~

ADDITIONAL INFORMATION:

Phase: _____ Neighborhood: _____

New Construction: _____

Re-Sale: _____ Prior Owner: _____

Rental: _____ Landlord/Owner: _____ Lease Term: _____

EXHIBIT C
EVENT ROOM RENTAL AGREEMENT

Ayersworth Glen Event Room Rental Agreement

Renter's Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Today's Date: _____

Event Date: _____

Type of Event: _____

Number of Guests: _____

Please note that the facility is unavailable for private events on the following holidays:

New Year's Day Easter Sunday Memorial Day Fourth of July

Labor Day Thanksgiving Christmas Eve Christmas Day New Year's Eve

Event Room may be reserved for a five (5)-hour window between 11:00 am and 9:00 pm

Time Reserved: start time: _____

end time: _____

(Time allotted includes time for set up and clean up)

_____ Rental Fee - \$200.00 for up to five (5) hours; \$100.00 for up to one (1) additional hour

_____ Rental Deposit - \$350.00

Cancellation Policy: Renter agrees to give written notice of cancellation of the Event to the Ayersworth Glen Clubhouse & Amenities Manager (the "Manager") at least thirty (30) days prior to the Event Date or Renter's deposit will be forfeited.

1. Upon execution of this Agreement, the Renter shall pay to the Highlands Community Development District (the "District") the full amount of the deposit set forth above. The deposit shall be refundable by the District to the Renter within ten (10) days after the Event Date, subject to the Cancellation Policy, minus any amounts deemed necessary to repair any damages inflicted upon the Event Room or other District property by Renter, Renter's guests, or anyone entering the Event Room during the Event.
2. Renter shall pay the full amount of the Rental Fee to the District at least fourteen (14) days prior to the Event. If Event runs longer than scheduled, Renter will be charged proportionally for any additional time as set forth above. Payment for any additional time shall be paid by Renter to the District on or prior to the Event Date. Under no circumstances shall an Event be permitted to end later than 9:00 pm.
3. The Renter shall have access to and use of the Event Room on the Event Date during the Time Reserved as set forth above. Renter shall use the Event Room for the sole purpose of hosting the Renter's Event described above.

4. Renter will be liable for any physical damages that the District may incur as a consequence of the actions of Renter or any of Renter's guests during the Event. Renter shall indemnify and hold harmless the District against any and all legal actions which may arise from Renter's use of the Event Room.
5. Renter further agrees and acknowledges the following terms and conditions applicable to Renter's use of the Event Room:
 - a. Renter shall present a valid ~~Access Card~~Key Fob to the Manager (or Manager's designee) upon arrival at the Event Room at the time of the Event.
 - b. The Time Reserved includes time necessary for set up and clean up.
 - c. Renter shall not arrive at the Event Room earlier than the Time Reserved and shall timely depart at the end of the Time Reserved.
 - d. The Event shall not be permitted to begin until Renter signs off on the pre-Event Walkthrough Checklist.
 - e. At the conclusion of the Event, Renter shall remove all personal property and other items that were not present in the Event Room at the start of the Event.
 - f. Renter shall complete a full cleaning of the Event Room at the conclusion of the Event including, but not necessarily limited to sweeping the floor, mopping up any spills, wiping down tables and any appliances used, and bagging all trash and putting it in the dumpster or other container as specified by the Manager or Manager's staff. In addition, Renter shall return all furniture and other items in the Event Room prior to the Event to their original position.
 - g. Wet bathing suits are not permitted in the Event Room at any time.
 - h. Renter is responsible for providing all party products (i.e., tablecloths, plates, napkins, cups, etc.). The District will supply cleaning supplies and garbage bags for Renter's use.
 - i. Renter's guests under the age of sixteen (16) years must be supervised by an adult at all times.
 - j. The use of glitter, confetti, silly string, and smoke machines is not permitted in the Event Room. Lit decorative candles (other than cake candles) are not permitted in the Event Room. The use of helium balloons is permitted only if the balloons are tied to weights.
 - k. The use of tacks, adhesive putty, scotch tape, or any other similar substances that may damage the walls of the Event Room is no permitted.
 - l. The consumption of alcohol is not permitted in the Event Room.
 - m. The use of other District amenities is not included in the rental of the Event Room.
 - n. The Event Room maximum capacity limit of () must be observed at all times and will be strictly enforced.

In witness of their understanding of and agreement to the terms and conditions herein, the parties affix their signatures below.

Renter

Authorized District Representative

Date

Date

BRANDON GLASS & MIRROR CO., INC.

Lic# SP14231
504 N. PARSONS AVE,
BRANDON, FL 33510
(813) 689-1593 / Fax (813) 685-4431
Fed. ID# 591790621

Quote #	Q B0039288	Date	11/08/2023
Cust. #	6333322	Price Cat	1, SHOP
P.O. #		Sold By	JULIE
		Inst'l By	

HIGHLANDS CDD
210 N UNIVERSITY DR
SUITE 702
CORAL SPRINGS, FL 33071

Qty	Part	Thickness	Description	List	Price	Total	
QUOTE BASED FROM CUSTOMERS INFORMATION . QUOTE FOR A WALL OF MIRROR / INSTALLED							
4	MR1/4	1/4	57 X 120 CLEAR MIRROR	881.05	881.05	3524.20	
4	A1		(All) POLISHED EDGES				
19	JMOLDS		JMOLD SILVER	3.28	3.28	62.32	
2	MASTICG		GALLON MASTIC	125.21	125.21	250.42	
1	S/C		LABOR RATE	680.00	680.00	680.00	
*****/ NOTE ***** PRICES ARE SUBJECT TO CHANGE UPON OUR MEASURE . WE ARE CURRENTLY 4-5 WEEKS OUT ON ALL NEW APPOINTMENTS . EMAIL - AWGCLUBHOUSE@GMAIL.COM							
SPECIAL INSTRUCTIONS						Subtotal	4516.94
All material sold on this workorder/invoice is guaranteed to be as specified, and is not safety glazed material unless so marked. It is sold with the understanding that this material will not be glazed in a "hazardous location" as defined by the Consumer Product Safety Commission. No returns will be authorized for tempered, special orders or cut flat glass. 50% deposit is required on all orders. Balance of payment is due upon completion of the workorder and/or receipt of this invoice. A service charge of 1.5% per month (18.00% annum) will be added to past due accounts. Terms of payment are 0 days from Invoice date. A service charge of 1.500% per month (18.000% annum) will be added to past due accounts.						Labor	0.00
						Tax	0.00
						Total	4516.94
						Balance	4516.94
RECEIVED BY:							
11/8/23 3:04pm by 0 Updated 11/8/23 3:04pm by 0							

GlassPro Services, Inc.
9817 Carr Rd
Riverview, FL 33569
+1 8139923501
estimates@glassprotampa.com
www.glassprotampa.com



Estimate

ADDRESS

Will Williams
11102 Ayersworth Glen Blvd,
Wimauma, FL 33598, USA

SHIP TO

Will Williams
11102 Ayersworth Glen Blvd,
Wimauma, FL 33598, USA

ESTIMATE # 9385

DATE 11/30/2023

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Floor to Ceiling	1	1,215.00	1,215.00

Install Mirror with the following descriptions:

- * 1/4" Clear Mirror
 - * Professional Installation included
 - * Installed w/J-Molding
 - * 1 Hole Cut Out
 - * Dimensions: 57" x 120"
- Lead Time: 7-10 days

Quote for new dimensions requested by customer

- 50% Deposit required to proceed with order, remaining balance is due once installation is completed for the invoiced item.

- No claims after 30 days.

- All sales are final

- Special/Custom orders will be made per customer's specifications. All special/custom orders are non-refundable, non-returnable, and no exchanges will be accepted.

TOTAL

\$1,215.00

I understand GlassPro Services company policy and I agree with the sales price and the information provided on this invoice.

Signature _____ Date ___ / ___ / 20__

Upon acceptance of the above you agree that on all past due accounts. Purchaser will be responsible for interest at maximum legal rate, plus any reasonable collection fees and/or attorney's fees.

Accepted By

Accepted Date

----- Forwarded message -----

From: Square <square@help-messaging.squareup.com>

Date: Mon, Nov 20, 2023 at 3:35 PM

Subject: Message from Square Support

To: awgclubhouse@gmail.com <awgclubhouse@gmail.com>

Hi Wilbert,

This is Rita from Square customer success

[The Square card processing fee](#) is 2.6% + 10¢ for swiped magstripe cards, inserted chip cards, and tapped contactless payments. The fee for Square Online payments is 2.9% + 30¢. Square Invoices cost 3.3% + 30¢ for Free users, and 2.9% + 30¢ for Plus users. The fee for manually-entered transactions and Square Invoices paid with a card on file is 3.5% + 15¢ per transaction.

Here's an example of the fees for a swiped transaction:

$$\$100 \times 0.026 + 0.10 = \$2.70$$

$$\$100 - 2.70 = \$97.30 \text{ (transferred amount)}$$

Here's an example of how fees are calculated for a keyed-in payment:

$$\$100 \times 0.035 + 0.15 = \$3.65$$

$$\$100 - \$3.65 = \$96.35 \text{ (transferred amount)}$$

Note: If you are processing transactions for CBD products, different fees will apply. You can view the Square fees for CBD transactions in our [CBD Program FAQ](#) in our Support Center.

Learn more about [our processing fees](#) in our [Square fees video](#).

if you have any questions, please feel free to reach out to us, we will be happy to help you!

Have a good day!

Rita T

Square Customer Success

ref:!00DE00Y7ru.!5004W02VScxw:ref

FISHING AND POND RULES

- Fishing is permitted for Highlands CDD members only.
- Fishing is permitted from dawn until dusk.
- Only catch-and-release fishing is permitted.
- Swimming, boating, and net fishing are prohibited.
- Do not feed alligators or other wildlife.

No trespassing per Section 810.09, Florida Statutes



11749 Crestridge Loop
Trinity, FL 34655



Estimate

Date	Estimate #
11/29/2023	1418

Name / Address
Rizzetta & Company Highlands CDD Attn: Will Williams 9428 Camden Field Parkway Riverview, FL 33578

Project

Description	Qty	Rate	Total
Replace existing (3' x 4') black outdoor letter board with new set. Keep existing posts. Use existing hardware.	2	4,000.00	8,000.00
		Subtotal	\$8,000.00
		Sales Tax (7.0%)	\$0.00
		Total	\$8,000.00

Phone #
(727) 480-6514

E-mail
fieldsconsultinggroup@yahoo.com

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

HIGHLANDS
COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Highlands Community Development District was held on **Tuesday, November 14, 2023, at 6:00 p.m.**, at the Ayersworth Glen Clubhouse, located at 11102 Ayersworth Glen Blvd., Wimauma, FL 33598.

Present and constituting a quorum were:

Kangelia Baxter	Board Supervisor, Chair
Mark Bouthot	Board Supervisor, Vice Chair
Orlando Echevarria	Board Supervisor, Asst. Secretary
Trang Chu	Board Supervisor, Asst. Secretary
Joanna Pharo	Board Supervisor, Asst. Secretary (via conference call)

Also present were:

Jennifer Goldyn	District Manager, Inframark
Kristee Cole	District Manager, Inframark
Leo Lluberes	Field Inspection Manager, Inframark
David Jackson	District Counsel, Persson, Cohen & Mooney
Daniel Trowell	Representative, Yellowstone Landscape
Gail Huff	Representative, Ballenger Irrigation
Jerry Whited	Representative, BDi Engineering (via conference call)

FIRST ORDER OF BUSINESS

Call to Order

The meeting was called to order at 6:00 p.m.

On a motion from Ms. Baxter, seconded by Mr. Echevarria, the Board allowed Ms. Pharo to appear via telephone and vote on agenda items, for the Highlands CDD.

48 **SECOND ORDER OF BUSINESS**

48 **Staff Reports**

49
50 **Landscape Inspection Report**

51
52 Mr. Lluberer presented his report to the Board. He stated we need a proposal from
53 Yellowstone for issue number 7, 9,15 and 16. The pet waste stations have been
54 maintained. There are 15 total pet waste stations and 7 of them have been
55 repaired. Mr. Lluberer noted that someone is taking the bags out of the ones along
56 the Blvd. The waste station was forcefully opened, and all bags were removed.
57 There are 250 bags in each new roll. The Board would like a proposal for St.
58 Augustine grass for issue 16 in Mr. Lluberer's report brought back to the next
59 meeting. If the Board chooses to accept this proposal, they will look for an
60 installation in Spring 2024.

61
62 **Yellowstone Landscape**

63
64 Mr. Trowell reviewed the deficiencies with Mr. Lluberer and indicated they would
65 provide proposals prior to the next meeting. There was a discussion regarding the
66 accident that took place at Ayerworth and Balm on November 10, 2023. Mr.
67 Trowell stated they had a technician go out to the area and rake the grass that was
68 uprooted when the car was pulled out of the pond. They will keep an eye on the turf
69 for further damage.

70
71 **1. Consideration of Mini Pine Bark Mulch Proposal**

72
73 The Board decided to table this item.

74
75 **Ballenger Irrigation**

76
77 Ms. Huff presented her report to the Board. She informed the Board that zones 41-
78 66 are currently down. The Water Management District as of December 1, 2023,
79 will limit the watering days to one day a week, due to the drought. She noted that
80 with the watering days limited, we will most likely begin to see a stress on the
81 landscape. She will provide a proposal for wire.

82
83 **District Counsel**

84
85 Mr. Jackson discussed the signs for the pond. He presented rules for the signs,
86 under separate cover. He will add the verbiage "no trespassing" to the signs. There
87 are approximately 38 signs that will need to be installed.

88
89 **District Engineer**

90
91 Mr. Whited gave an update on the roadways. There was a discussion regarding
92 turning over the roadways to the County. Mr. Whited provided detailed instructions
93 on how to achieve the turnover. Mr. Whited and District Staff have exhausted all
94 efforts to obtain the original reports on the roads from the previous District
95 Engineer, who helped establish the District. Mr. Whited informed the Board that the
96 County will require a core sample of the roads every so many feet. The Board
97 directed Mr. Whited to obtain proposals for the next meeting.

98 Mr. Bouthot mentioned the sewer drains were overflowing last Thursday and the
99 County came out, but they subsided. Mr. Whited will contact the County and try to
100 find out further information regarding the overflow of the sewer. The Board
101 mentioned that they believe there is some blockage of the stormwater drains and
102 asked Mr. Whited to obtain proposals to clean it out.

103
104 **District Manager**

105
106 Ms. Goldyn informed the Board that their next meeting will be held on Tuesday,
107 December 12, 2023, at 6:00 p.m. Ms. Goldyn reached out to the fitness company
108 that was holding classes in the clubhouse parking lot and on CDD property. The
109 company was informed they must stop using CDD property for their classes,
110 effective immediately. The company stated they would like to come before the
111 Board to ask for approval. Ms. Goldyn informed the owner when the next meeting
112 would take place. The fitness company owner did not appear at the meeting.

113
114 Ms. Goldyn informed the Board that a homeowner in Highlands CDD threw lawn
115 debris over his fence into the common space. The homeowner in Highlands CDD
116 will be required to pick up their own lawn debris. Mr. Williams will knock on the
117 resident's door and ask nicely. If the resident does not comply, District Staff will
118 send the resident a letter requesting the debris be cleaned up. A homeowner in the
119 Mira Bella Community reported this incident and asked that this area be cleaned up
120 and maintained. It was brought to the Board's attention that there are homeowners
121 in Mira Bella have placed their fencing on CDD property and there is no longer an
122 easement for the landscapers to get through to maintain the area. District Staff and
123 District Counsel will review the plat to ensure the homeowners at Mira Bella are
124 encroaching on CDD property with their fence line. Per the Board's direction, Ms.
125 Goldyn will reach out to Mira Bella's Homeowners Association and inform them that
126 the fencing is in Highlands CDD property, and they need to move their fencing to
127 allow access for the landscapers.

128
129 Ms. Goldyn announced to the Board that she has been promoted to Regional
130 Director and Ms. Cole has been promoted to District Manager.

131 Ms. Goldyn informed the Board that the transition for Ms. Cole is beginning for the
132 District, but she will be available as needed. Ms. Baxter mentioned that Ms. Cole is
133 already heavily involved in the District and is very well-versed in the day-to-day. Ms.
134 Goldyn also announced that there will be a new CDD Administrative Assistant to
135 join the team, LeAnn Chiarelli. LeAnn has worked as a CDD Administrative
136 Assistant and Ms. Baxter stated that she has worked with her before with a
137 previous company and that she is familiar with her.

138
139 **Clubhouse Manager**

140
141 Mr. Williams presented his report to the Board. He informed the Board that he
142 would be replacing the blinds throughout the clubhouse. He also informed the
143 Board that there was an accident today on the Blvd. Law enforcement did not come
144 because the owner of the vehicle said they would drive their car home, but they
145 ended up needing a tow truck to remove the car. District Staff will have landscape
146 and irrigation checked to see if proposals for repairs are needed, and they will be
147 submitted to Egis. Holiday Lighting decor throughout the community and clubhouse

148 has begun. Mr. Williams will obtain proposals for the bulletin Boards from Mike
149 Signs. The Holiday Event will take place on December 16, 2023, and as of now, the
150 window between 5 p.m. and 6 p.m. is almost full. Mr. Williams presented additional
151 decor for the Holiday Event to the Board, under separate cover. The Board would
152 like to go with the Standard Backdrop and centerpieces for additions to the Holiday
153 Event. Mr. Williams informed the Board that ST6 is almost complete with their
154 installation, but he will reach out tomorrow for the basketball courts.

155
156 Ms. Trang did inquire regarding the off-duty officers. The officer informed Mr.
157 Williams that what the vehicle owners were doing was not illegal, and that he could
158 not prevent them from parking there.

159
160 **Aquatics Inspection Report**
161
162 The Board reviewed the Advanced Aquatics Report. There were no questions at
163 this time.

164
165 **THIRD ORDER OF BUSINESS** **Consideration of Pool Lights**
166 **Replacement**
167

168 The Board reviewed the Replacement Pool Lights proposals. Sharper Image stated
169 that they did not touch the pool lights, but District Staff has photos to show otherwise. The
170 Board would like to address this issue with Sharper Image and hopefully get some
171 resolution with the pool prior to the new lights being installed.
172

On a motion from Mr. Bouthot, seconded by Mr. Echevarria, the Board unanimously approved the Pool Light Replacement proposal from LDL Lighting, with a NTE \$13,000.00, and for the Chair to execute outside of a meeting, per month, for the Highlands CDD.

173
174 **FOURTH ORDER OF BUSINESS** **Consideration of Shower Line Repair**
175 **Proposal**
176

On a motion from Mr. Echevarria, seconded by Ms. Baxter, the Board unanimously approved the Shower Line Repair proposal in the amount of \$4,766.00, pending the findings for Alvarez, for the Highlands CDD.

177
178 **FIFTH ORDER OF BUSINESS** **Consideration of Pool Maintenance**
179 **Proposals**
180

181 Ms. Cole presented the pool maintenance proposals to the Board for consideration.
182 Mr. Jackson will prepare the Addendum to the Contract.
183

On a motion from Mr. Echevarria, seconded by Mr. Bouthot, the Board unanimously approved the Totally Blu Pools pool maintenance proposal in the amount of \$2,500.00 per month, for the Highlands CDD.

184

227 **THIRTEENTH ORDER OF BUSINESS** **Review of FY 2022 Audit**
228

On a motion from Ms. Baxter, seconded by Mr. Bouthot, the Board unanimously accepted the FY 2022 Audit, for the Highlands CDD.

229
230 **FOURTEENTH ORDER OF BUSINESS** **Consideration of Meeting Minutes**
231 **from October 10, 2023**
232

On a motion from Ms. Baxter, seconded by Ms. Pharo, the Board unanimously approved the Minutes of the Board of Supervisors' Regular Meeting held on October 10, 2023, Meeting, for the Highlands CDD.

233
234 **FIFTEENTH ORDER OF BUSINESS** **Consideration of September 2023**
235 **Financial Statements and Check**
236 **Register**
237

238 The Board reviewed the September 2023 Financial Statements and Check
239 Register.
240

On a motion from Ms. Baxter, seconded by Mr. Echevarria, the Board unanimously approved the September 2023 Check Register, for the Highlands CDD.

241
242 **SIXTEENTH ORDER OF BUSINESS** **Supervisor Requests**
243

244 Ms. Baxter requested next year that the Holiday Décor inside the clubhouse be
245 more traditional Christmas colors. She mentioned that the fitness equipment outside
246 where the mulch is located, is not staying. She asked for a proposal to turf the mulch
247 areas. She requested a proposal for Annuals at Stonepark for the flower bed and a
248 proposal for dead grass along the Blvd. Ms. Baxter also inquired about holiday bonuses.
249 Mr. Jackson will look into that and let the Board know at the next meeting.
250

251 Mr. Bouthot inquired about the property at 301 to see if there is anything that can
252 be done with it.
253

254 **SEVENTEENTH ORDER OF BUSINESS** **Audience Comments**
255

256 There were no audience comments at this time.
257

258 **EIGHTEENTH ORDER OF BUSINESS** **Adjournment**
259

On a motion from Ms. Baxter, seconded by Mr. Echevarria, the Board unanimously approved to adjourn the Meeting at 8:47 p.m., for the Highlands CDD.

260
261
262
263 _____
Assistant Secretary Chair / Vice Chair

HIGHLANDS

Community Development District

Financial Report

October 31, 2023

Table of Contents

	Page #
<u>FINANCIAL STATEMENTS</u>	
Balance Sheet	1 - 2
Statement of Revenues and Expenditures	3 - 13
<u>SUPPORTING SCHEDULES</u>	
Check Register and Invoices	14 - 69

HIGHLANDS

Community Development District

Financial Statements

(Unaudited)

October 31, 2023

HIGHLANDS

Community Development District

Governmental Funds

Balance Sheet
October 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>RESERVE FUND</u>	<u>SERIES 2013/2014 DEBT SERVICE</u>	<u>SERIES 2016 DEBT SERVICE FUND</u>	<u>SERIES 2018 DEBT SERVICE FUND</u>	<u>SERIES 2013/2014 CAPITAL PROJECT</u>	<u>SERIES 2016 CAPITAL PROJECT</u>	<u>SERIES 2018 CAPITAL PROJECTS</u>	<u>GENERAL FIXED ASSETS FUND</u>	<u>GENERAL LONG-TERM DEBT FUND</u>	<u>TOTAL</u>
ASSETS											
Cash - Checking Account	\$ 175,313	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,313
Due From Other Funds	-	248,521	7,078	18,354	8,913	-	-	-	-	-	282,866
Investments:											
Money Market Account	320,368	-	-	-	-	-	-	-	-	-	320,368
Construction Fund	-	-	-	-	-	6,714	5,269	623,507	-	-	635,490
Interest Account	-	-	-	-	24	-	-	-	-	-	24
Prepayment Account	-	-	38	3,309	134	-	-	-	-	-	3,481
Reserve Fund	-	-	170,856	501,292	242,521	-	-	-	-	-	914,669
Revenue Fund	-	-	368,592	587,987	333,678	-	-	-	-	-	1,290,257
Sinking fund	-	-	-	-	5	-	-	-	-	-	5
Deposits	18,740	-	-	-	-	-	-	-	-	-	18,740
Fixed Assets											
Improvements Other Than Buildings (IOTB)	-	-	-	-	-	-	-	-	29,341,248	-	29,341,248
Amount Avail In Debt Services	-	-	-	-	-	-	-	-	-	4,634,424	4,634,424
Amount To Be Provided	-	-	-	-	-	-	-	-	-	19,035,576	19,035,576
TOTAL ASSETS	\$ 514,421	\$ 248,521	\$ 546,564	\$ 1,110,942	\$ 585,275	\$ 6,714	\$ 5,269	\$ 623,507	\$ 29,341,248	\$ 23,670,000	\$ 56,652,461

Balance Sheet
October 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>RESERVE FUND</u>	<u>SERIES 2013/2014 DEBT SERVICE</u>	<u>SERIES 2016 DEBT SERVICE FUND</u>	<u>SERIES 2018 DEBT SERVICE FUND</u>	<u>SERIES 2013/2014 CAPITAL PROJECT</u>	<u>SERIES 2016 CAPITAL PROJECT</u>	<u>SERIES 2018 CAPITAL PROJECTS</u>	<u>GENERAL FIXED ASSETS FUND</u>	<u>GENERAL LONG-TERM DEBT FUND</u>	<u>TOTAL</u>
LIABILITIES											
Accounts Payable	\$ 87,079	\$ 11,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,229
Sales Tax Payable	170	-	-	-	-	-	-	-	-	-	170
Deposits - Rentals	2,100	-	-	-	-	-	-	-	-	-	2,100
Bonds Payable	-	-	-	-	-	-	-	-	-	23,670,000	23,670,000
Due To Other Funds	282,866	-	-	-	-	-	-	-	-	-	282,866
TOTAL LIABILITIES	372,215	11,150	-	-	-	-	-	-	-	23,670,000	24,053,365
FUND BALANCES											
Restricted for:											
Debt Service	-	-	546,564	1,110,942	585,275	-	-	-	-	-	2,242,781
Capital Projects	-	-	-	-	-	6,714	5,269	623,507	-	-	635,490
Unassigned:	142,206	237,371	-	-	-	-	-	-	29,341,248	-	29,720,825
TOTAL FUND BALANCES	\$ 142,206	\$ 237,371	\$ 546,564	\$ 1,110,942	\$ 585,275	\$ 6,714	\$ 5,269	\$ 623,507	\$ 29,341,248	\$ -	\$ 32,599,096
TOTAL LIABILITIES & FUND BALANCES	\$ 514,421	\$ 248,521	\$ 546,564	\$ 1,110,942	\$ 585,275	\$ 6,714	\$ 5,269	\$ 623,507	\$ 29,341,248	\$ 23,670,000	\$ 56,652,461

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ -	0.00%
Special Assmnts- Tax Collector	1,140,749	-	-	0.00%
Other Miscellaneous Revenues	5,000	417	-	0.00%
TOTAL REVENUES	1,145,749	417	-	0.00%
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	12,000	1,000	1,000	8.33%
FICA Taxes	-	-	61	0.00%
ProfServ-Arbitrage Rebate	15,000	-	-	0.00%
ProfServ-Trustee Fees	25,000	-	6,512	26.05%
District Counsel	25,000	2,083	-	0.00%
District Engineer	12,000	1,000	1,975	16.46%
District Manager	66,272	5,523	5,523	8.33%
Auditing Services	4,500	-	-	0.00%
Website Hosting/Email services	6,400	533	128	2.00%
Public Officials Insurance	3,391	3,391	-	0.00%
Legal Advertising	4,500	375	598	13.29%
Bank Fees	800	67	-	0.00%
Dues, Licenses, Subscriptions	175	-	43	24.57%
Total Administration	175,038	13,972	15,840	9.05%
<u>Electric Utility Services</u>				
Street Lights	175,000	14,583	16,907	9.66%
Utility Services	16,500	1,375	1,339	8.12%
Utility - Recreation Facilities	500	42	34	6.80%
Utility-Pool	2,000	167	318	15.90%
Total Electric Utility Services	194,000	16,167	18,598	9.59%
<u>Garbage/Solid Waste Services</u>				
Garbage - Recreation Facility	1,596	133	165	10.34%
Total Garbage/Solid Waste Services	1,596	133	165	10.34%
<u>Water-Sewer Comb Services</u>				
Utility Services	10,000	833	107	1.07%
Total Water-Sewer Comb Services	10,000	833	107	1.07%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>Stormwater Control</u>				
R&M-Wetland Monitoring	22,950	1,913	11,975	52.18%
R&M Lake & Pond Bank	2,500	208	875	35.00%
Aquatic Maintenance	27,000	2,250	2,206	8.17%
Aquatic Plant Replacement	1,000	83	-	0.00%
Total Stormwater Control	53,450	4,454	15,056	28.17%
<u>Other Physical Environment</u>				
Field Services	7,200	600	600	8.33%
Contracts-Annuals	5,400	450	-	0.00%
Insurance - General Liability	3,730	311	-	0.00%
Property Insurance	14,300	1,192	-	0.00%
R&M-Irrigation	35,600	2,967	5,621	15.79%
Landscape - Mulch	29,800	2,483	3,850	12.92%
Landscape Maintenance	206,060	17,172	17,172	8.33%
Landscape Replacement	15,000	1,250	-	0.00%
Entry & Walls Maintenance	5,000	417	-	0.00%
Holiday Decoration	17,500	1,458	8,538	48.79%
Miscellaneous Expenses	5,000	417	(93)	-1.86%
Total Other Physical Environment	344,590	28,717	35,688	10.36%
<u>Security Operations</u>				
Security Patrol Services	35,000	2,917	4,009	11.45%
Total Security Operations	35,000	2,917	4,009	11.45%
<u>Parks and Recreation</u>				
Management Contract	201,680	16,807	15,515	7.69%
Pest Control	950	79	92	9.68%
Telephone/Fax/Internet Services	2,750	229	96	3.49%
R&M-Clubhouse	12,000	1,000	684	5.70%
R&M-Pools	30,000	2,500	3,570	11.90%
R&M-Fitness Equipment	1,500	125	1,995	133.00%
R&M Basketball Courts	1,500	125	-	0.00%
Furniture Repair/Replacement	2,000	167	-	0.00%
Access Control Maintenance & Repair	8,970	748	23,403	260.90%
Computer Support	500	42	-	0.00%
Office Supplies	1,500	125	-	0.00%
Dog Waste Station Supplies	6,000	500	15	0.25%
Pool Permits	275	23	325	118.18%
Total Parks and Recreation	269,625	22,470	45,695	16.95%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Special Events</u>				
Special Events	5,000	417	-	0.00%
Total Special Events	5,000	417	-	0.00%
<u>Reserves</u>				
Misc-Contingency	57,450	4,788	132	0.23%
Total Reserves	57,450	4,788	132	0.23%
TOTAL EXPENDITURES & RESERVES	1,145,749	94,868	135,290	11.81%
Excess (deficiency) of revenues Over (under) expenditures	-	(94,451)	(135,290)	0.00%
Net change in fund balance	\$ -	\$ (94,451)	\$ (135,290)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	277,496	274,523	277,496	
FUND BALANCE, ENDING	\$ 277,496	\$ 180,072	\$ 142,206	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ -	0.00%
Special Assmnts- Tax Collector	232,550	-	-	0.00%
TOTAL REVENUES	232,550	-	-	0.00%
<u>EXPENDITURES</u>				
<u>Reserves</u>				
Capital Reserve	232,550	-	11,150	4.79%
Total Reserves	232,550	-	11,150	4.79%
TOTAL EXPENDITURES & RESERVES	232,550	-	11,150	4.79%
Excess (deficiency) of revenues Over (under) expenditures	-	-	(11,150)	0.00%
Net change in fund balance	\$ -	\$ -	\$ (11,150)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	248,521	-	248,521	
FUND BALANCE, ENDING	\$ 248,521	\$ -	\$ 237,371	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 2,183	0.00%
Special Assmnts- Tax Collector	410,113	-	-	0.00%
TOTAL REVENUES	410,113	-	2,183	0.53%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	100,000	-	-	0.00%
Interest Expense	310,113	-	-	0.00%
Total Debt Service	410,113	-	-	0.00%
TOTAL EXPENDITURES	410,113	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	2,183	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating Transfers-Out	-	-	(244)	0.00%
TOTAL FINANCING SOURCES (USES)	-	-	(244)	0.00%
Net change in fund balance	\$ -	\$ -	\$ 1,939	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	544,625	-	544,625	
FUND BALANCE, ENDING	\$ 544,625	\$ -	\$ 546,564	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 4,417	0.00%
Special Assmnts- Tax Collector	1,063,442	-	-	0.00%
TOTAL REVENUES	1,063,442	-	4,417	0.42%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	475,000	-	-	0.00%
Interest Expense	588,442	-	-	0.00%
Total Debt Service	1,063,442	-	-	0.00%
TOTAL EXPENDITURES	1,063,442	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	4,417	0.00%
Net change in fund balance	\$ -	\$ -	\$ 4,417	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,106,525	-	1,106,525	
FUND BALANCE, ENDING	\$ 1,106,525	\$ -	\$ 1,110,942	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 2,329	0.00%
Special Assmnts- Tax Collector	516,420	-	-	0.00%
TOTAL REVENUES	516,420	-	2,329	0.45%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	145,000	-	-	0.00%
Interest Expense	371,420	-	-	0.00%
Total Debt Service	516,420	-	-	0.00%
TOTAL EXPENDITURES	516,420	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	2,329	0.00%
Net change in fund balance	\$ -	\$ -	\$ 2,329	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	582,946	-	582,946	
FUND BALANCE, ENDING	\$ 582,946	\$ -	\$ 585,275	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 26	0.00%
TOTAL REVENUES	-	-	26	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	26	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	-	244	0.00%
TOTAL FINANCING SOURCES (USES)	-	-	244	0.00%
Net change in fund balance	\$ -	\$ -	\$ 270	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	-	-	6,444	
FUND BALANCE, ENDING	\$ -	\$ -	\$ 6,714	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 21	0.00%
TOTAL REVENUES	-	-	21	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	21	0.00%
Net change in fund balance	\$ -	\$ -	\$ 21	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	-	-	5,248	
FUND BALANCE, ENDING	\$ -	\$ -	\$ 5,269	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 2,518	0.00%
TOTAL REVENUES	-	-	2,518	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	2,518	0.00%
Net change in fund balance	\$ -	\$ -	\$ 2,518	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	-	-	620,989	
FUND BALANCE, ENDING	\$ -	\$ -	\$ 623,507	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ -	0.00%
TOTAL REVENUES	-	-	-	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	-	0.00%
Net change in fund balance	\$ -	\$ -	\$ -	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	-	-	29,341,248	
FUND BALANCE, ENDING	\$ -	\$ -	\$ 29,341,248	

HIGHLANDS

Community Development District

Supporting Schedules

November 30, 2023

HIGHLANDS

Community Development District

**Payment Register by Fund
For the Period from 11/01/23 to 11/30/23
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	1137	11/03/23	ADVANCED AQUATIC SERVICES, INC.	10551400	OCT LAKE MAINT	Aquatic Maintenance	546995-53805	\$2,206.00
001	1137	11/03/23	ADVANCED AQUATIC SERVICES, INC.	10551005	SEP 2023 LAKE MAINT	Aquatic Maintenance	546995-53805	\$2,206.00
001	1138	11/03/23	BDI ENGINEERING	1253	ENGINEERING SRVCS OCT 2023	District Engineer	531147-51301	\$1,975.00
001	1139	11/03/23	ST6 SECURITY LLC	INV-0866	EXIT DOOR ELECTRIFICATION	Access Control Maintenance & Repair	546998-57201	\$2,694.00
001	1139	11/03/23	ST6 SECURITY LLC	INV-0868	DOOR CLOSERS ON RESTROOMS AT CABANA	Access Control Maintenance & Repair	546998-57201	\$420.00
001	1139	11/03/23	ST6 SECURITY LLC	INV-0867	ACCESS CONTROL REPAIRS	Access Control Maintenance & Repair	546998-57201	\$4,814.19
001	1140	11/06/23	ASHLEY RUIZ	11022023	REFUND DEPOSIT CLUBHOUSE	Deposits-Rentals	220005	\$350.00
001	1141	11/06/23	RUBY DUNN	11012023	REFUND DEPOSIT CLUBHOUSE	Deposits-Rentals	220005	\$350.00
001	1143	11/09/23	INFRAMARK	103637	MANAGEMENT SRV OCT 2023	MGMT FEE	531150-51301	\$5,523.00
001	1143	11/09/23	INFRAMARK	103637	MANAGEMENT SRV OCT 2023	FIELD OPS	531122-53900	\$600.00
001	1143	11/09/23	INFRAMARK	103637	MANAGEMENT SRV OCT 2023	OROJ MGMT	531136-57201	\$15,515.00
001	1144	11/09/23	YELLOWSTONE LANDSCAPE	TMC 615549	NOV 2023 LANDSCAPE MAINT	Landscape Maintenance	546300-53900	\$17,171.67
001	1145	11/16/23	GUARDIAN PPOTECTION SERVICES INC	64573275	SEC SRVC 6/28-7/27/23	Security Services and Patrols	531116-53935	\$53.97
001	1145	11/16/23	GUARDIAN PPOTECTION SERVICES INC	65251514	SEC SRVCS 9/28-10/27/23	Security Services and Patrols	531116-53935	\$53.97
001	1145	11/16/23	GUARDIAN PPOTECTION SERVICES INC	65476838	SEC SRVCS 10/28-11/27/23	Security Services and Patrols	531116-53935	\$53.97
001	1145	11/16/23	GUARDIAN PPOTECTION SERVICES INC	65024643	SEC SRVC 8/28-9/27/23	Security Services and Patrols	531116-53935	\$53.97
001	1146	11/16/23	HOWIE'S PLUMBING INC	35209558	POOL SHOWER REPAIRS	Pool Repairs	546074-57201	\$1,127.00
001	1147	11/16/23	INNERSYNC	21825	MONTHLY SRV NOV 23	Website Hosting, Maintenance, Backup (and Email)	534369-51301	\$128.12
001	1148	11/16/23	PINE LAKE NURSERY & LANDSCAPE, LLC	3017	MULCH INSTALL	Landscape - Mulch	546246-53900	\$3,850.00
001	1149	11/16/23	RIZZETTA & COMPANY, INC	INV0000081471	STAFF MILEAGE/CELL PHONE JUN 2023	Management Contract	531136-57201	\$89.30
001	1149	11/16/23	RIZZETTA & COMPANY, INC	INV0000082353	STAFF MILEAGE/CELL PHONE JUL 2023	Management Contract	531136-57201	\$102.40
001	1149	11/16/23	RIZZETTA & COMPANY, INC	INV0000081494	JULY 23 AMENITY MGMT & OVERSIGHT, PERSONNEL REIMB	AMENITY MGMT	531136-57201	\$1,000.00
001	1149	11/16/23	RIZZETTA & COMPANY, INC	INV0000081494	JULY 23 AMENITY MGMT & OVERSIGHT, PERSONNEL REIMB	PERSONNEL REIMB	534425-57201	\$4,925.90
001	1149	11/16/23	RIZZETTA & COMPANY, INC	INV0000082159	PERSONNEL REIMBURSEMENT	Employee - Clubhouse Staff	534425-57201	\$4,963.41
001	1149	11/16/23	RIZZETTA & COMPANY, INC	INV0000082323	AUG 23 AMENITY PERSONEL/MGMNT	PERSONNEL REIMB	534425-57201	\$5,101.84
001	1149	11/16/23	RIZZETTA & COMPANY, INC	INV0000082323	AUG 23 AMENITY PERSONEL/MGMNT	AMENITY MGMT	531136-57201	\$1,000.00
001	1149	11/16/23	RIZZETTA & COMPANY, INC	INV0000081335	JULY 23 LANDSCAPE CONSULTING SERV	Landscape Inspection Services	531185-53900	\$800.00
001	1149	11/16/23	RIZZETTA & COMPANY, INC	INV0000081304	JUNE 23 PERSONNEL REIMBURSEMENT	Employee - Clubhouse Staff	534425-57201	\$5,065.86
001	1149	11/16/23	RIZZETTA & COMPANY, INC	INV0000081537	JUNE/MAY 23 LANDSCAPE CONSULTING SRVCS	Landscape Inspection Services	531185-53900	\$1,279.96
001	1150	11/16/23	SECURITEAM	17481	NOV 2023 MONITORING	Security Services and Patrols	531116-53935	\$450.00
001	1152	11/22/23	FITNESSMITH	SO97837	OCTANE MAX ROWER	Fitness Equipment Maintenance & Repairs	546115-57201	\$1,745.00
001	1153	11/22/23	LEISURE CREATIONS	00082398	FURNITURE REPAIRS	Furniture Repair/Replacement	546988-57201	\$784.19
001	1154	11/22/23	LEARNER REPORTING SERV. INC.	344	3A, 3C & 2016 BONDS ANNUAL DISCLOSURE FEE	ProfServ-Dissemination Agent	531012-51301	\$5,500.00
001	1155	11/22/23	MARC SECURITY SERVICES	1190	SEC SVCS 11/03-11/26/23	Security Services and Patrols	531116-53935	\$2,699.20
001	1156	11/22/23	TAMPA BAY TIMES	0000315630	NOTICE OF RULE DEVELOPMENT	Legal Advertising	548002-51301	\$400.00
001	1157	11/28/23	EGIS INSURANCE ADVISORS	20287	INSURANCE RENEWAL 10/01/23-10/01/24	Public Officials Liability Insurance	545008-51301	\$3,144.00
001	1157	11/28/23	EGIS INSURANCE ADVISORS	20287	INSURANCE RENEWAL 10/01/23-10/01/24	General Liability Insurance	545002-53900	\$3,458.00
001	1157	11/28/23	EGIS INSURANCE ADVISORS	20287	INSURANCE RENEWAL 10/01/23-10/01/24	Property Insurance	545015-53900	\$21,378.00
001	1158	11/30/23	CROSSCREEK ENVIROMENTAL INC	15491	11/2023 AQUATIC MAINT	Maintenance of mitigation area (Phase 4)	546108-53805	\$2,450.00
001	1160	11/30/23	INFRAMARK	104839	MANAGEMENT SRV NOV 2023	FIELD OPS	531122-53900	\$600.00
001	1160	11/30/23	INFRAMARK	104839	MANAGEMENT SRV NOV 2023	OROJ MGMT	531136-57201	\$15,515.00
001	1160	11/30/23	INFRAMARK	104839	MANAGEMENT SRV NOV 2023	MGMT FEE	531150-51301	\$5,523.00
001	1161	11/30/23	MANDY'S ELECTRIC INC	17375	FLOOD LIGHT INSTALLATION	Clubhouse Maintenance & Repair	546015-57201	\$782.00
001	1162	11/30/23	NUCCIO HEATING & AIR CONDITIONING, INC	25048	AC MAINTENANCE	Clubhouse Maintenance & Repair	546015-57201	\$394.00
001	1163	11/30/23	PERSSON, COHEN, MOONEY,	4352	LEGAL SERVICE 10/2-10/27	District attorney services	531146-51401	\$1,681.50
001	1164	11/30/23	RIZZETTA & COMPANY, INC	INV0000082982	PERSONNEL REIMB 08/23	Management Contract	531136-57201	\$4,844.29
001	1164	11/30/23	RIZZETTA & COMPANY, INC	INV0000083298	09/2023 PERSONNEL REIMBURSEMENT	PERSONNEL REIMB	531136-57201	\$5,241.54
001	1165	11/29/23	FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY	88713	FY24 DISTRICT FILING FEES	Dues, Licenses & Fees	554020-51301	\$175.00
001	DD1082	11/30/23	ORLANDO O. ECHEVARRIA - EFT	111423-BP	BOARD MEETING 11/14/23	Supervisor Fees	511001-51301	\$200.00
Fund Total								\$160,439.25

HIGHLANDS

Community Development District

Payment Register by Fund
For the Period from 11/01/23 to 11/30/23
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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RESERVE FUND - 002

002	1151	11/16/23	SHARPER IMAGES POOL, INC	IN-13388	1 DAY OF INTERIOR FINISH	Capital Reserve	568018-58200	\$11,150.00
Fund Total								\$11,150.00

Total Checks Paid	\$171,589.25
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Advanced Aquatic Services Inc.
292 South Military Trail
Deerfield Beach, FL 33442
954-596-2127

9/1/2023
10551005
\$2,206.00

Bill To
Highlands CDD c/o INFRAMARK 210 N. University Drive, Suite 702 Coral Springs, FL 33071

Due Date
Net 30
10/1/2023

Monthly Lake Maintenance.
***THE INVOICE DATE ABOVE INDICATES MONTH SERVICES WILL BE
PERFORMED***

2,206.00

Advanced Aquatic Services Inc.
292 South Military Trail
Deerfield Beach, FL 33442
954-596-2127

\$2,206.00

Advanced Aquatic Services Inc.
292 South Military Trail
Deerfield Beach, FL 33442
954-596-2127

10/1/2023
10551400
\$2,206.00

Bill To
Highlands CDD c/o INFRAMARK 210 N. University Drive, Suite 702 Coral Springs, FL 33071

Due Date
Net 30
10/31/2023

Monthly Lake Maintenance.
***THE INVOICE DATE ABOVE INDICATES MONTH SERVICES WILL BE
PERFORMED***

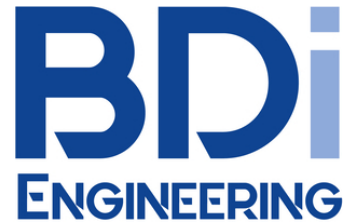
2,206.00

Advanced Aquatic Services Inc.
292 South Military Trail
Deerfield Beach, FL 33442
954-596-2127

\$2,206.00

Brletic Dvorak Inc

536 4th Ave South Unit 4
Saint Petersburg, FL 33701 US
+1 8133611466
sbrletic@bdiengineers.com



INVOICE

BILL TO

Highlands CDD
Inframark IMS
210 North University Drive
Suite 702
Coral Springs, Florida 33071

INVOICE 1253
DATE 10/27/2023
TERMS Net 30
DUE DATE 11/26/2023

PROJECT NAME

Highlands CDD

	DESCRIPTION	QTY	RATE	AMOUNT
Project Manager II	[Oct 2 – Oct 24]	9:00	175.00	1,575.00
Project Manager	[Oct 11 – Oct 27]	2:00	200.00	400.00

BALANCE DUE **\$1,975.00**



**Highlands COMMUNITY DEVELOPMENT DISTRICT
Oct-23**

	<u>HOURS</u>	<u>RATE</u>	<u>PERSON</u>	<u>TOTAL</u>
<u>CDD Activities</u>				
Board Meeting Prep, Attendance, Follow up	1.00	\$200	S. Brletic	\$200.00
Engineer's Reports/Invoicing	2.00	\$175	J. Whited	\$350.00
Phase 2A & 2B Roadway O&M Coorespondence	1.00	\$175	J. Whited	\$175.00
SWFWMD Stement of Inspection	6.00	\$175	J. Whited	\$1,050.00
ERP: 26476.007	1.00	\$200	S. Brletic	\$200.00
Site Visit, Reporting, Filing				
INVOICE TOTAL	11.00			\$1,975.00



INVOICE

Highlands CDD (Ayersworth Glen)
 Attention: c/o Inframark, LLC
 210 N. University Drive
 Suite 702
 CORAL SPRINGS FL 33071
 USA

Invoice Date
 Oct 27, 2023

Invoice Number
 INV-0866

Reference
 Front Door Access Add-on

ST6 Security LLC
 6515 Salt Creek Ave
 APOLLO BEACH FL 33572
 USA
 CAGE: 9HDX0 | NAICS:
 561622
 Lic # HCLOC22016
 -
 +1-813-851-0472 -
 Service@ST6Security.com

Description	Quantity	Unit Price	Tax	Amount USD
Completion date: 10/27/2023				
Electrify existing door hardware on Active/Keyed/Right Hand Side Door. Reader to be installed on exterior wall. Commission new controller in system, and assist in modifying access levels. Surface mount conduit may be required to be on the interior/exterior of building for purpose of getting cables to the door.				
-				
Labor	1.00	1,100.00	CST Exempt Sales Tax	1,100.00
Exit Device Electrification Kit	1.00	575.00	CST Exempt Sales Tax	575.00
Paxton Net2 Single Door Controller w/ Standard Proximity Reader	1.00	769.00	CST Exempt Sales Tax	769.00
Installation Consumables	1.00	250.00	CST Exempt Sales Tax	250.00
Subtotal				2,694.00
TOTAL TAX				0.00
TOTAL USD				2,694.00

Due Date: Nov 26, 2023



INVOICE

Highlands CDD (Ayersworth Glen)
 Attention: c/o Inframark, LLC
 210 N. University Drive
 Suite 702
 CORAL SPRINGS FL 33071
 USA

Invoice Date
 Oct 27, 2023

Invoice Number
 INV-0867

Reference
 Cabana Restrooms

ST6 Security LLC
 6515 Salt Creek Ave
 APOLLO BEACH FL 33572
 USA
 CAGE: 9HDX0 | NAICS:
 561622
 Lic # HCLOC22016
 -
 +1-813-851-0472 -
 Service@ST6Security.com

Description	Quantity	Unit Price	Tax	Amount USD
Completion date: 10/27/2023				
Scope of work: Remove existing door hardware and install storeroom leversets. Fresh install electric strikes into concrete filled frame. Card readers to be installed on exterior wall next to door. Surface mount conduit will be installed. All access equipment to be installed in mechanical room. Two total doors.				
Labor	1.00	1,500.00	CST Exempt Sales Tax	1,500.00
Paxton Net2 Single Door Controller w/ Standard Proximity Reader	2.00	769.00	CST Exempt Sales Tax	1,538.00
Grade 1 Electric Strike	2.00	229.00	CST Exempt Sales Tax	458.00
Grade 1 Commercial Duty Lockset	2.00	200.00	CST Exempt Sales Tax	400.00
Power supply & battery backup kit	1.00	268.19	CST Exempt Sales Tax	268.19
Time & Materials to add directional signal beam	1.00	350.00	CST Exempt Sales Tax	350.00
Installation Consumables	1.00	300.00	CST Exempt Sales Tax	300.00

Subtotal	4,814.19
TOTAL TAX	0.00
<hr/>	
TOTAL USD	4,814.19

Due Date: Nov 26, 2023



[View and pay online now](#)



INVOICE

Highlands CDD (Ayersworth Glen)
 Attention: c/o Inframark, LLC
 210 N. University Drive
 Suite 702
 CORAL SPRINGS FL 33071
 USA

Invoice Date
 Oct 27, 2023

Invoice Number
 INV-0868

Reference
 Cabana Restroom Door
 Closers

ST6 Security LLC
 6515 Salt Creek Ave
 APOLLO BEACH FL 33572
 USA
 CAGE: 9HDX0 | NAICS:
 561622
 Lic # HCLOC22016
 -
 +1-813-851-0472 -
 Service@ST6Security.com

Description	Quantity	Unit Price	Tax	Amount USD
Completion Date: 10/27/2023				
-Installed door closers on both mens and womens restroom doors at cabana. Previously quoted price was \$420, total parts+labor.				
Labor (Standard)	1.00	120.00	CST Exempt Sales Tax	120.00
CX7 Series Door Closer - Full Cover - Aluminum Finish	2.00	150.00	CST Exempt Sales Tax	300.00
.	2.00	0.00		0.00
			Subtotal	420.00
			TOTAL TAX	0.00
			TOTAL USD	420.00

Due Date: Nov 26, 2023



CHECK REQUEST FORM
Highlands CDD

Date: 11/2/2023

Invoice Number: 11022023

Payable To: Ashley Ruiz
Mailing Address: 14812 Opal Ridge Pl
Wimauma, FL 33598

Check amount: \$350.00

Please cut check from Acct.

Check description/reason: Clubhouse rental deposit

Coding: misc revenues

Mailing instructions:

Due Date for Check: ASAP

Requested By: Will Williams

Authorized By: Jennifer Goldyn

**Ayersworth Glen
Event Room Rental Agreement**

Event Canceled
10-3-23
Refunded
Submitted

813-278-2470

Renter's Name: Ashley Ruiz
Address: 14812 Opal Ridge PL
Phone Number: 813-~~XXXXXXXXXX~~ E-mail: ashleyruiz91@gmail.com
Today's Date: 8/18/23 Event Date: 11/18/23 (Saturday)
Type of Event: receptionist Number of Guests: 50

Please note that the facility is unavailable for private events on the following holidays:

- New Year's Day
- Easter Sunday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Event Room may be reserved for a five (5)-hour window between 11:00 am and 9:00 pm

Time Reserved: start time: 2pm end time: 7pm

(Time allotted includes time for set up and clean up)

Rental Fee - \$200.00 for up to five (5) hours; \$100.00 for up to one (1) additional hour
 Rental Deposit - \$350.00

Cancellation Policy: Renter agrees to give written notice of cancellation of the Event to the Ayersworth Glen Clubhouse & Amenities Manager (the "Manager") at least thirty (30) days prior to the Event Date or Renter's deposit will be forfeited.

1. Upon execution of this Agreement, the Renter shall pay to the Highlands Community Development District (the "District") the full amount of the deposit set forth above. The deposit shall be refundable by the District to the Renter within ten (10) days after the Event Date, subject to the Cancellation Policy, minus any amounts deemed necessary to repair any damages inflicted upon the Event Room or other District property by Renter, Renter's guests, or anyone entering the Event Room during the Event.
2. Renter shall pay the full amount of the Rental Fee to the District at least fourteen (14) days prior to the Event. If Event runs longer than scheduled, Renter will be charged proportionally for any additional time as set forth above. Payment for any additional time shall be paid by Renter to the District on or prior to the Event Date. Under no circumstances shall an Event be permitted to end later than 9:00 pm.
3. The Renter shall have access to and use of the Event Room on the Event Date during the Time Reserved as set forth above. Renter shall use the Event Room for the sole purpose of hosting the Renter's Event described above.

CHECK REQUEST FORM
Highlands CDD

Date: 11/1/2023

Invoice Number: 11012023

Payable To: Rubye Dunn
Mailing Address: 11202 Misty Moss Dr
Wimauma, FL 33598

Check amount: \$350.00

Please cut check from Acct.

Check description/reason: Clubhouse rental deposit

Coding: misc revenues

Mailing instructions:

Due Date for Check: ASAP

Requested By: Will Williams

Authorized By: Jennifer Goldyn

Cancelled

**Ayersworth Glen
Event Room Rental Agreement**

*Refunded
10-10-23*

Renter's Name: Ruby Dunn
Address: 11202 misty moss Dr
Phone Number: 813 987 7392 E-mail: kuumba-books-and-cafe.com
Today's Date: 10/22/23 ← Event Date: 09/14/23
Type of Event: bookclub Number of Guests: 40

Please note that the facility is unavailable for private events on the following holidays:

- New Year's Day Easter Sunday Memorial Day Fourth of July
- Labor Day Thanksgiving Christmas Eve Christmas Day New Year's Eve

Event Room may be reserved for a five (5)-hour window between 11:00 am and 9:00 pm

Time Reserved: start time: 12:00 end time: 5:00

(Time allotted includes time for set up and clean up)

 Rental Fee - \$200.00 for up to five (5) hours; \$100.00 for up to one (1) additional hour

Rental Deposit - \$350.00

Cancellation Policy: Renter agrees to give written notice of cancellation of the Event to the Ayersworth Glen Clubhouse & Amenities Manager (the "Manager") at least thirty (30) days prior to the Event Date or Renter's deposit will be forfeited.

1. Upon execution of this Agreement, the Renter shall pay to the Highlands Community Development District (the "District") the full amount of the deposit set forth above. The deposit shall be refundable by the District to the Renter within ten (10) days after the Event Date, subject to the Cancellation Policy, minus any amounts deemed necessary to repair any damages inflicted upon the Event Room or other District property by Renter, Renter's guests, or anyone entering the Event Room during the Event.
2. Renter shall pay the full amount of the Rental Fee to the District at least fourteen (14) days prior to the Event. If Event runs longer than scheduled, Renter will be charged proportionally for any additional time as set forth above. Payment for any additional time shall be paid by Renter to the District on or prior to the Event Date. Under no circumstances shall an Event be permitted to end later than 9:00 pm.
3. The Renter shall have access to and use of the Event Room on the Event Date during the Time Reserved as set forth above. Renter shall use the Event Room for the sole purpose of hosting the Renter's Event described above.



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

#103637

DATE

10/31/2023

CUSTOMER ID

C4953

NET TERMS

Net 30

PO#**DUE DATE**

11/30/2023

BILL TO

Highlands Community Development
District
313 Campus St
Kissimmee FL 34747-4982
United States

Services provided for the Month of: October 2023

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Management Services for the Month of: October 2023					
Administrative Fees	1	Ea	5,523.00		5,523.00
Field Operations	1	Ea	600.00		600.00
Project Management	1	Ea	15,515.00		15,515.00
Subtotal					21,638.00

Subtotal	\$21,638.00
Tax	\$0.00
Total Due	\$21,638.00

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.



INVOICE

INVOICE #	INVOICE DATE
TMC 615549	11/1/2023
TERMS	PO NUMBER
Net 30	

Bill To:

Highlands CDD
c/o Inframark
210 N University Dr
Suite 702
Coral Springs, FL 33071

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Highlands CDD

Invoice Due Date: December 1, 2023

Invoice Amount: \$17,171.67

Description	Current Amount
Monthly Landscape Maintenance November 2023	\$17,171.67

Invoice Total \$17,171.67

Excellence

IN COMMERCIAL LANDSCAPING

Valued Customer:

It has been brought to our attention of a recent criminal check fraud scheme that took place targeting US mail in the Atlanta region. Checks bound for financial institutions were intercepted and fraudulently processed. If you are currently paying by check, to enhance your transaction security, we recommend you consider the option for electronic payments. Instructions for electronic payments can be provided upon request.

Please reach out to jpowell@yellowstonelandscape.com if you would like to confirm prior payment status or if you have any additional questions.

Yellowstone Landscape

Should you have any questions or inquiries please call (386) 437-6211.



GUARDIAN PROTECTION SERVICES, INC. FOR BILLING INFORMATION
 174 THORN HILL RD. 1.800.PROTECT
 WARRENDALE, PA 15086

INVOICE

DATE	INVOICE NO.
6/28/2023	64573275

HIGHLANDS COMMUNITY DEV. DIST.
 3434 COLWELL AVE. STE. 200
 TAMPA FL 33614

CUSTOMER NO.	P.O. NUMBER	TERMS	DUE DATE
7069921		Net 15	7/13/2023

SERVICE PERIOD	DESCRIPTION	QTY	UNIT PRICE	EXT. AMOUNT
6/28/23-7/27/23	AYERSWORTH GLEN CLUBHOUSE			2.00
6/28/23-7/27/23	11102 AYERSWORTH GLEN BLVD			51.97
	Paper Statement Fee for			
	Professional 24/7 Monitoring Protection for			

PLEASE SEND REMITTANCE TO:
 174 THORN HILL ROAD
 WARRENDALE, PA 15086

Subtotal	53.97
Sales Tax	0.00
Invoice Total	53.97



GUARDIAN PROTECTION SERVICES, INC. FOR BILLING INFORMATION
 174 THORN HILL RD. 1.800.PROTECT
 WARRENDALE, PA 15086

INVOICE

DATE	INVOICE NO.
8/28/2023	65024643

HIGHLANDS COMMUNITY DEV. DIST.
 3434 COLWELL AVE. STE. 200
 TAMPA FL 33614

CUSTOMER NO.	P.O. NUMBER	TERMS	DUE DATE
7069921		Net 15	9/12/2023

SERVICE PERIOD	DESCRIPTION	QTY	UNIT PRICE	EXT. AMOUNT
8/28/23-9/27/23	AYERSWORTH GLEN CLUBHOUSE			2.00
8/28/23-9/27/23	11102 AYERSWORTH GLEN BLVD			51.97
	Paper Statement Fee for			
	Professional 24/7 Monitoring Protection for			

PLEASE SEND REMITTANCE TO:
 174 THORN HILL ROAD
 WARRENDALE, PA 15086

Subtotal	53.97
Sales Tax	0.00
Invoice Total	53.97



GUARDIAN PROTECTION SERVICES, INC. FOR BILLING INFORMATION
 174 THORN HILL RD. 1.800.PROTECT
 WARRENDALE, PA 15086

INVOICE

DATE	INVOICE NO.
9/28/2023	65251514

HIGHLANDS COMMUNITY DEV. DIST.
 3434 COLWELL AVE. STE. 200
 TAMPA FL 33614

CUSTOMER NO.	P.O. NUMBER	TERMS	DUE DATE
7069921		Net 15	10/13/2023

SERVICE PERIOD	DESCRIPTION	QTY	UNIT PRICE	EXT. AMOUNT
9/28/23-10/27/23	AYERSWORTH GLEN CLUBHOUSE			2.00
9/28/23-10/27/23	11102 AYERSWORTH GLEN BLVD			51.97
	Paper Statement Fee for			
	Professional 24/7 Monitoring Protection for			

PLEASE SEND REMITTANCE TO:
 174 THORN HILL ROAD
 WARRENDALE, PA 15086

Subtotal 53.97
 Sales Tax 0.00



GUARDIAN PROTECTION SERVICES, INC. FOR BILLING INFORMATION
 174 THORN HILL RD. 1.800.PROTECT
 WARRENDALE, PA 15086

INVOICE

DATE	INVOICE NO.
10/28/2023	65476838

HIGHLANDS COMMUNITY DEV. DIST.
 3434 COLWELL AVE. STE. 200
 TAMPA FL 33614

CUSTOMER NO.	P.O. NUMBER	TERMS	DUE DATE
7069921		Net 15	11/12/2023

SERVICE PERIOD	DESCRIPTION	QTY	UNIT PRICE	EXT. AMOUNT
10/28/23-11/27/23	AYERSWORTH GLEN CLUBHOUSE			2.00
10/28/23-11/27/23	11102 AYERSWORTH GLEN BLVD			51.97
	Paper Statement Fee for			
	Professional 24/7 Monitoring Protection for			

PLEASE SEND REMITTANCE TO:
 174 THORN HILL ROAD
 WARRENDALE, PA 15086

Subtotal	53.97
Sales Tax	0.00
Invoice Total	53.97



Howie's Plumbing, Inc.
 PO Box 5005, Sun City Center, Florida 33571 United States
 (813) 633-8923
 CFC1429356

Invoice 35209558
 Invoice Date 10/27/2023
 Completed Date 10/27/2023
 Technicians Jim Beller
 Terry

Customer PO
 Payment Term Due Upon Receipt
 Due Date 10/27/2023

Billing Address
 Inframark
 2654 Cypress Ridge Boulevard #STE 101
 Zephyrhills, FL 33544 USA

Job Address
 11102 Ayersworth-Ayersworth
 Clubhouse
 11102 Ayersworth Glen
 Boulevard
 Wimauma, FL 33598 USA

Description of Work

Task #	Description	Quantity	Your Price	Your Total
SVC-100	The pool shower does not have a working water line. There had been a previous break that is believed to be capped off. Plumbers will dig around area where the line should be located to try to locate the problem. Should we locate the issue within a two hour window, we will include the repair of the water line. In the event the line is not located within this window, we will stop working to not charge too much investigative time & will get further approval as necessary to restore water to the pool shower. Price includes investigative labor. Does not include any unforeseen circumstances or landscaping.	1.00	\$1,127.00	\$1,127.00

Sub-Total	\$1,127.00
Tax	\$0.00
Total Due	\$1,127.00
Balance Due	\$1,127.00

Thank you for choosing Howie's Plumbing, Inc.

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts. Payments by credit card will have an additional \$4.95 processing fee.

[Handwritten signature]

10/27/2023
 I find and agree that all work performed by Howie's Plumbing, Inc. has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.

[Handwritten signature]

10/27/2023

INVOICE

BILL TO

Highlands CDD
210 N. University Drive
Suite 702
Coral Springs, FL 33071

INVOICE # 21825

DATE 11/01/2023

DUE DATE 11/16/2023

TERMS Net 15

DESCRIPTION	AMOUNT
CDD Website Services - Hosting, support and training	50.00
CDD Ongoing PDF Accessibility Compliance Service	78.12
Monthly service	
BALANCE DUE	\$128.12



12980 Tarpon Springs Road
Odessa, FL 33556

www.pinelakenurseryinc.com

INVOICE

Date	Invoice No.
10/26/23	3017
Terms	Due Date
Net 30	11/25/23

BILL TO
Jennifer Goldyn Inframark 501 S. Falkenburg Rd, Unit C-3 Tampa, FL 33619

PROPERTY
Highlands CDD 11102 Ayersworth Glen Blvd Wimauma, FL 33598

Amount Due	Enclosed
\$3,850.00	

Please detach top portion and return with your payment.

QTY	ITEM	UNIT PRICE	EXT PRICE	SALES TAX	LINE TOTAL
			\$3,850.00	\$0.00	\$3,850.00
	<i>Mulch Install</i>		<i>\$3,850.00</i>	<i>\$0.00</i>	<i>\$3,850.00</i>
	Total		\$3,850.00	\$0.00	\$3,850.00

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
6/23/2023	INV0000081304

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
June	Upon Receipt	00049

Description	Qty	Rate	Amount
Personnel Reimbursement	1.00	\$5,065.86	\$5,065.86
Subtotal			\$5,065.86
Total			\$5,065.86

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
6/30/2023	INV0000081471

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
June	Upon Receipt	00049

Description	Qty	Rate	Amount
Cell Phone	50.00	\$1.00	\$50.00
Auto Mileage & Travel	39.30	\$1.00	\$39.30
Subtotal			\$89.30
Total			\$89.30

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/7/2023	INV0000081494

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Description	Services for the month of		Terms	Client Number
	July		Upon Receipt	00049
	Qty	Rate	Amount	
Amenity Management & Oversight	1.00	\$1,000.00	\$1,000.00	
Personnel Reimbursement	1.00	\$4,925.90	\$4,925.90	
Subtotal			\$5,925.90	
Total			\$5,925.90	

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/21/2023	INV0000082159

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
July	Upon Receipt	00049

Description	Qty	Rate	Amount
Personnel Reimbursement	1.00	\$4,963.41	\$4,963.41
Subtotal			\$4,963.41
Total			\$4,963.41

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/31/2023	INV0000082353

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
July	Upon Receipt	00049

Description	Qty	Rate	Amount
Cell Phone	50.00	\$1.00	\$50.00
Auto Mileage & Travel	52.40	\$1.00	\$52.40
Subtotal			\$102.40
Total			\$102.40

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
8/4/2023	INV0000082323

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
August	Upon Receipt	00049

Description	Qty	Rate	Amount
Amenity Management & Oversight	1.00	\$1,000.00	\$1,000.00
Personnel Reimbursement	1.00	\$5,101.84	\$5,101.84
Subtotal			\$6,101.84
Total			\$6,101.84

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/1/2023	INV0000081335

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

	Services for the month of	Terms	Client Number
	July	Upon Receipt	00232
Description	Qty	Rate	Amount
Landscape Consulting Services	1.00	\$800.00	\$800.00
		Subtotal	\$800.00
		Total	\$800.00

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
6/30/2023	INV0000081471

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
June	Upon Receipt	00049

Description	Qty	Rate	Amount
Cell Phone	50.00	\$1.00	\$50.00
Auto Mileage & Travel	39.30	\$1.00	\$39.30
Subtotal			\$89.30
Total			\$89.30

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/7/2023	INV0000081494

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Description	Services for the month of	Terms	Client Number
	July	Upon Receipt	00049
	Qty	Rate	Amount
Amenity Management & Oversight	1.00	\$1,000.00	\$1,000.00
Personnel Reimbursement	1.00	\$4,925.90	\$4,925.90
Subtotal			\$5,925.90
Total			\$5,925.90

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
6/1/2023	INV0000081537

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of		Terms		Client Number
June		Upon Receipt		00232
Description	Qty	Rate	Amount	
Landscape Consulting Services	1.00	\$800.00	\$800.00	
Landscape Consulting Services - May Pro-Rated	1.00	\$479.96	\$479.96	
Subtotal			\$1,279.96	
Total			\$1,279.96	

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/1/2023	INV0000081335

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of		Terms	Client Number	
July		Upon Receipt	00232	
Description	Qty	Rate	Amount	
Landscape Consulting Services	1.00	\$800.00	\$800.00	
		Subtotal	\$800.00	
		Total	\$800.00	

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/21/2023	INV0000082159

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
July	Upon Receipt	00049

Description	Qty	Rate	Amount
Personnel Reimbursement	1.00	\$4,963.41	\$4,963.41
Subtotal			\$4,963.41
Total			\$4,963.41

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
8/4/2023	INV0000082323

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
August	Upon Receipt	00049

Description	Qty	Rate	Amount
Amenity Management & Oversight	1.00	\$1,000.00	\$1,000.00
Personnel Reimbursement	1.00	\$5,101.84	\$5,101.84
Subtotal			\$6,101.84
Total			\$6,101.84

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/31/2023	INV0000082353

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
July	Upon Receipt	00049

Description	Qty	Rate	Amount
Cell Phone	50.00	\$1.00	\$50.00
Auto Mileage & Travel	52.40	\$1.00	\$52.40
Subtotal			\$102.40
Total			\$102.40



A Security & Technology Company

13745 N. Nebraska Ave.
 Tampa, FL 33613
 Phone: 813-909-7775

Invoice

Bill To
Highlands CDD C/O Inframark LLC 210 N University Dr Ste 702 Coral Springs, FL 33071

Installation Address
Highlands CDD 11102 Ayersworth Glen Blvd. Wimauma, FL 33598

P.O. No.	Date	Invoice #	Due Date	Acct #
	11/01/2023	17481	12/01/2023	VID0221

Qty	Description
1	Monthly Monitoring Invoice Event Based Remote Video Monitoring

	Subtotal	\$450.00
	Sales Tax (0.0%)	\$0.00
	Total	\$450.00
	Balance Due	\$450.00

SHARPER IMAGE POOLS LLC

P O BOX 130698
TAMPA FL 33681

Invoice

10/11/2023

IN-13388

HIGHLANDS CDD/AYERSWORTH GLEN
11102 AYERSWORTH GLENN BLVD
WIMAUMA Florida 33598

Total Due: \$11,150.00

Due Date: 10/11/2023

Amount Paid: _____

Re: 11102 AYERSWORTH GLENN BLVD

1	DAY OF INTERIOR FINISH	\$11,150.00	\$11,150.00
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Thank you !!!!!

\$11,150.00



Fitnessmith
 PO Box 3569
 Boynton Beach FL 33424
 United States

Invoice
 #SO97837
 10/10/2023

Bill To
 HIGHLANDS COMMUNITY
 DEVELOPMENT DISTRICT
 3434 COLWELL AVE STE 200
 Tampa FL 33614
 United States

End User
 Ayersworth Glen Community
 Clubhouse
 11102 Ayersworth Glen Blvd
 Wimauma FL 33598
 United States

Terms	PO #	Shipping Method	Ship Date
50/50			

Quantity	Item	Unit Price	Amount
1	EQ:OC:100877 OCTANE-ROW OCTANE MAX ROWER	\$1,395.00	\$1,395.00
1	SHIPPING - EQUIPMENT SHIPPING - EQUIPMENT NEW SALES SHIPPING CHARGES - EQUIPMENT	\$200.00	\$200.00
1	INSTALLATION INSTALLATION INSTALLATION: INSIDE DELIVERY, ASSEMBLY, TESTING, TRASH REMOVAL: (FEE IS FOR FIRST FLOOR DOUBLE DOOR ACCESS ONLY) SITE SURVEY REQUIRED FOR GUARANTEED PRICE. FITNESSMITH WILL NOT WALL MOUNT ANY EQUIPMENT, RACKS, OR RIGS.	\$150.00	\$150.00

Subtotal: \$1,745.00

Tax: \$0.00

Total \$1,745.00



SO97837

LEISURE CREATIONS
 Division of Williams Mfg, Inc.
 PO Box 88
 Russellville, AL 35653

INVOICE
 Due 30 days
 Phone: 866.765.6726
 Fax: 215-243-7230

Invoice Date: 11/7/2023
 Invoice Number: 00082398


Created By Tammy Camp

Bill To Name Ayersworth Glen Clubhouse
 Bill To Inframark, LLC
 210 N University Drive
 Suite 702
 Coral Springs, FL 33071

Ship To Name Ayersworth Glen Clubhouse
 Ship To 11102 AYERSWORTH GLEN BLVD
 WIMAUMA, FL 33598-6202
 US

Contact Name Will Williams
 Phone (813) 633-3322
 Management Inframark, LLC
 Company

Email awgclubhouse@gmail.com

ProductImage	Product	Product description	Line Item Description	Customization Summary	Quantity	Sales Price	Total Price
	SLT36	36" Premium Bar / Bistro Top, Slat Pattern (base sold separately)	Include hardware to attach to base.	Finish: Textured Espresso	2.00	\$326.33	\$652.66

Subtotal \$652.66
 Order Freight \$125.00
 Fuel Surcharge \$6.53
Order Total \$784.19

Terms and Conditions

- * INVOICE DUE 30 DAYS FROM INVOICE DATE UNLESS SPECIFIED OTHERWISE
- * All furniture remains the property of Leisure Creations until the invoice is paid in full.
- * The consignee is responsible for unloading and inspection of all deliveries and must note damage on the freight bill.
- * Furniture will not be replaced if the damage is not noted on the freight bill.
- * Interest will be charged at a rate of 1.5% per month on all invoices over 30 day.
- * Shipping choices F.O.B. origin or F.O.B. destination.
- * Returns require a 50% restocking fee plus the freight costs.

Invoice

Lerner Reporting Services, Inc.
 5711 Yeats Manor Dr, #401
 Tampa, FL 33616
 (813) 786-2094

Date	Invoice #
11/7/2023	344

Bill To
Highlands CDD jgoldyn@rizzetta.com

P.O. No.	Terms	Project

Quantity	Description	Amount
	Highlands 3A, 3C and 2016 Refunding Bonds Annual Disclosure Fee	5,500.00

Total	\$5,500.00
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Please wire to:
 Valley National Bank
 P.O. Box 558
 Wayne, NJ 07474-0558
 Routing #: 021201383
 Lerner Reporting Services, Inc.
 Account #: 5000074414

Or mail to:
 5711 Yeats Manor Drive, # 401
 Tampa, FL 33616
 Direct all questions to:
 Scott Campbell
 scampbell@lerneradvisors.com
 (813) 898-0284

MARC SECURITY SERVICES

5118 N 56th St Ste 122
TAMPA, FL 33610 US
+1 8772626372
invoices@marcss.com



BILL TO

HIGHLAND COMMUNITY
DEVELOPMENT DISTRICTC/O
INFRANARK
HIGHLAND CDD
210 N UNIVERSITY DR
SUITE 702
CORAL SPRING, FL 33701

INVOICE 1190

DATE 11/11/2023 TERMS Net 15

DUE DATE 11/26/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/03/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	6	22.40	134.40
11/04/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	11	22.40	246.40
11/05/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	11	22.40	246.40
11/10/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000 vetrans	6	33.60	201.60
11/11/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000 vetrans	11	33.60	369.60
11/12/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	11	22.40	246.40
11/17/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	6	22.40	134.40

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/18/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	11	22.40	246.40
11/19/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	11	22.40	246.40
11/24/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	6	22.40	134.40
11/25/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	11	22.40	246.40
11/26/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	11	22.40	246.40
SUBTOTAL					2,699.20
TAX					0.00
TOTAL					2,699.20
TOTAL DUE					\$2,699.20



tampabay.com

Times Publishing Company
 DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396
 Toll Free Phone: 1 (877) 321-7355
 Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates		Advertiser Name	
11/12/23		HIGHLANDS CDD	
Billing Date	Sales Rep	Customer Account	
11/12/2023	Deirdre Bonett	329817	
Total Amount Due		Ad Number	
\$400.00		0000315630	

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
11/12/23	11/12/23	0000315630	Times	Legals CLS	Rule Development	1	2x37 L	\$396.00
11/12/23	11/12/23	0000315630	Tampabay.com	Legals CLS	Rule Development AffidavitMaterial	1	2x37 L	\$0.00 \$4.00

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



tampabay.com

DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396
 Toll Free Phone: 1 (877) 321-7355

Advertising Run Dates		Advertiser Name	
11/12/23		HIGHLANDS CDD	
Billing Date	Sales Rep	Customer Account	
11/12/2023	Deirdre Bonett	329817	
Total Amount Due		Ad Number	
\$400.00		0000315630	

ADVERTISING INVOICE

Thank you for your business.

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYBLE TO: TIMES PUBLISHING COMPANY

REMIT TO:

HIGHLANDS CDD
 C/O INFRAMARK
 210 N UNIVERSITY DR, SUITE 702
 POMPANO BEACH, FL 33071

Times Publishing Company
 DEPT 3396
 PO BOX 123396
 DALLAS, TX 75312-3396



INVOICE

Customer	Highlands Community Development District
Acct #	875
Date	09/27/2023
Customer Service	Cristina Rudez
Page	1 of 1

Highlands Community Development District
 c/o Inframarc
 1 Campus Street
 Celebration, FL 32809

Payment Information	
Invoice Summary	\$ 27,980.00
Payment Amount	
Payment for	Invoice#20287
100123736	

Thank You

Please detach and return with payment



Customer: Highlands Community Development District

Invoice	Effective	Transaction	Description	Amount
20287	10/01/2023	Renew policy	Policy #100123736 10/01/2023-10/01/2024 Florida Insurance Alliance Package - Renew policy Due Date: 9/27/2023	27,980.00

Total
\$ 27,980.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
 Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555	scimer@egisadvisors.com	09/27/2023
Atlanta, GA 30374-8555		



Crosscreek Environmental Inc.

111 61st Street East
Palmetto, FL 34221

Invoice

Date 11/17/2023

Invoice # 15491

Bill To

Highlands CDD
c/o Inframark
2654 Cypress Ridge Blvd.
Ste. 101 Wesley Chapel, FL 33544
Attn: Jennifer Goldyn

Project Info

Current Month's Maintenance

P.O. #

Terms

Due on receipt

Due Date

11/17/2023

Description	Amount
Phase 4 (Mitigation area M1)	
Maintenance of mitigation area from time of initial treatment through planting to inspection and SWFWMD approval. Treatments to occur once a month from April to August & bi-monthly after planting for an additional 12 calendar months. All vegetation to be treated and left in place, targeting all FL listed invasive plants.	2,450.00
Total maintenance cost = \$2,450/Treatment (\$26,950 Annually)	
Survival of planted native vegetation, crucial for release from SWFWMD to be guaranteed during this time period	

Thank you for your business	Subtotal	\$2,450.00
	Sales Tax (0.0%)	\$0.00
	Total	\$2,450.00
	Payments/Credits	\$0.00
	Balance Due	\$2,450.00

Crosscreek Environmental Inc.

Phone # (941) 479-7811

Fax # (941) 479-7812

admin@crosscreekenv.com

www.crosscreekenvironmental.com



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

#104839

DATE

11/21/2023

BILL TO

Highlands Community Development
District
313 Campus St
Kissimmee FL 34747-4982
United States

CUSTOMER ID

C4953

NET TERMS

Net 30

PO#**DUE DATE**

12/21/2023

Services provided for the Month of: November 2023

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Management Services for the Month of: November 2023					
Administrative Fees	1	Ea	5,523.00		5,523.00
Field Operations	1	Ea	600.00		600.00
Project Management	1	Ea	15,515.00		15,515.00
Subtotal					21,638.00

Subtotal	\$21,638.00
Tax	\$0.00
Total Due	\$21,638.00

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

MANDY ELECTRIC, INC.
 6201 N Nebraska
 TAMPA, FL 33604
 813-264-9234
 carie@mandyselectric.com
 www.mandyselectric.com

Invoice



BILL TO
 Ayersworth Glen
 11102 Ayersworth Glen Blvd
 Wimauma, FL 33598

SHIP TO
 11102 Ayersworth Glen Blvd

INVOICE #	DATE	TOTAL DUE	TERMS	ENCLOSED
17375	11/20/2023	\$782.00	On completion	

DESCRIPTION	QTY	RATE	AMOUNT
Provided and installed outdoor flood light at clubhouse	1	782.00	782.00

BALANCE DUE

\$782.00



PO Box 270126
 Tampa, FL 33688
 (813) 961-7895
 dan@nuccioac.com

Invoice


DATE	07/07/2023
INVOICE#	25048
TERMS	Cash On Delivery
DUE DATE	07/07/2023


BILL TO
HIGHLANDS CDD CLUBHOUSE 9428 CAMDEN FIELD PARKWAY RIVERVIEW, FL 33578

SERVICE LOCATION
11102 AYERSWORTH GLEN BLVD. WIMAUMA, FL 33598

JOB#	DATE	PO/REF#	DESCRIPTION
47848	07/07/2023		<p>Completion Notes: ***NO REFUNDS ON ELECTRICAL PARTS; CREDIT ONLY***</p> <p>Work completed: Performed 1st of 2 maintenance(s) on air conditioning units per agreement.</p> <p>Filter size:</p> <p>UV Light? If so, system type: Model #:</p> <p>Suggestions:</p>

Job Charges	Qty	Rate	Total
Preferred Maintenance			\$394.00
Job Subtotal			\$394.00
Job Total			\$394.00

PRE-WORK SIGNATURE
 07/07/2023 12:06 pm

POST-WORK SIGNATURE
 07/07/2023 12:06 pm

Signed By:

Signed By:

CUSTOMER MESSAGE
Thank you for your business!

Invoice Total:	\$394.00
Deposits (-):	\$0.00
Payments (-):	\$0.00
Total Due:	\$394.00



PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.
ATTORNEYS AND COUNSELORS AT LAW

INVOICE

Invoice # 4352
Date: 11/01/2023
Due On: 12/01/2023

Highlands Community Development District
2654 Cypress Ridge Blvd
Suite 101
Wesley Chapel, Florida 33544

Statement of Account

Outstanding Balance	New Charges	Payments Received	Total Amount Outstanding
(\$0.00	+ \$1,681.50) - (\$0.00	= \$1,681.50

Highlands CDD

District Attorney Services

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	RDJ	10/02/2023	Prepare resolution regarding adoption of revised Amenity Policies & Rates; review and finalize revised Amenity Policies & Rates; follow-up with District management.	0.80	\$285.00	\$228.00
Service	RDJ	10/05/2023	Follow-up with Berger, Toombs, Elam, Gaines, and Frank representative regarding attorney letter for District audit.	0.20	\$285.00	\$57.00
Service	RDJ	10/09/2023	Review proposals from ST6 Security regarding cabling and access system for basketball court; prepare addendum to same and follow-up with District management; review agenda and materials to prepare for upcoming Board of Supervisors meeting.	1.30	\$285.00	\$370.50
Service	RDJ	10/10/2023	Continue preparing for and attend Board of Supervisors meeting.	2.90	\$285.00	\$826.50
Service	RDJ	10/16/2023	Review and revise draft notices to residents regarding trash dumping and parking concerns.	0.20	\$285.00	\$57.00
Service	RDJ	10/27/2023	Review correspondence and documents regarding pool resurfacing project and contract with Sharper Image; confer with District Manager regarding same.	0.50	\$285.00	\$142.50

Subtotal **\$1,681.50**
Total **\$1,681.50**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4352	12/01/2023	\$1,681.50	\$0.00	\$1,681.50
Outstanding Balance				\$1,681.50
Total Amount Outstanding				\$1,681.50

Please make all amounts payable to: Persson, Cohen, Mooney, Fernandez & Jackson, P.A. and remit to 6853 ENERGY COURT, LAKEWOOD RANCH, FL 34240.

For any inquiries, please contact us at 941-306-4730. Payment is due 30 days from receipt of this invoice. Thank you.

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
8/18/2023	INV0000082982

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of		Terms	Client Number
August		Upon Receipt	00049
Description	Qty	Rate	Amount
Personnel Reimbursement	1.00	\$4,844.29	\$4,844.29
		Subtotal	\$4,844.29
		Total	\$4,844.29

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
9/1/2023	INV0000083298

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
September	Upon Receipt	00049

Description	Qty	Rate	Amount
Personnel Reimbursement	1.00	\$5,241.54	\$5,241.54
Subtotal			\$5,241.54
Total			\$5,241.54

FloridaCommerce, Special District Accountability Program
Fiscal Year 2023 - 2024 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/02/2023				Invoice No: 88713
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/01/2023: \$175.00

STEP 1: Review the following profile and make any needed changes.

1. Special District's Name, Registered Agent's Name and Registered Office Address:

Highlands Community Development District

Mr. R. David Jackson
 6853 Energy Court
 Lakewood Ranch, Florida 34240



- 2. Telephone:** 941-306-4730 Ext:
- 3. Fax:** 941-306-4832
- 4. Email:** djackson@flgovlaw.com
- 5. Status:** Independent
- 6. Governing Body:** Elected
- 7. Website Address:** highlandscdd.com
- 8. County(ies):** Hillsborough
- 9. Special Purpose(s):** Community Development
- 10. Boundary Map on File:** 07/28/2015
- 11. Creation Document on File:** 04/01/2004
- 12. Date Established:** 10/13/2003
- 13. Creation Method:** Local Ordinance
- 14. Local Governing Authority:** Hillsborough County
- 15. Creation Document(s):** County Ordinances 03-28 and 15-17
- 16. Statutory Authority:** Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds:** Yes
- 18. Revenue Source(s):** Assessments

STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: _____ Date _____

STEP 3: Pay the annual state fee or certify eligibility for zero annual fee.

a. Pay the Annual Fee: Pay the annual fee by following the instructions at www.FloridaJobs.org/SpecialDistrictFee.

b. Or, Certify Eligibility for the Zero Fee: By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1. ___ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2. ___ This special district is in compliance with its Fiscal Year 2021 - 2022 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2021 - 2022 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved: ___ Denied: ___ Reason: _____

STEP 4: Make a copy of this document for your records.

STEP 5: Email this document to SpecialDistricts@Commerce.fl.gov or mail it to FloridaCommerce, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to 850.717.8430.

Attendance Confirmation

for
Board of Supervisors

District Name: Highlands CDD

Board Meeting Date: November 14, 2023

Name	In Attendance Please X	Paid
5 Orlando Echevarria	X	\$200.00

Kristee Cole
District Manager Signature

11/16/2023
Date

REVISED 11/16/2023 15:42