

# **HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT**

## **REVISED MEETING AGENDA**

**Tuesday, January 9, 2024, 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) 382-7355

# 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  
Will Williams, Onsite Manager  
Brenden Crawford, Field Services  
Robin Rhodes, Yellowstone Landscape  
Paul Vlna, Ballenger Irrigation  
Savannah Berger, Advanced Aquatics

## Revised Meeting Agenda Tuesday, January 9, 2024 – 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 32
  - D. Landscape Report
  - E. District Counsel
    1. Discussion regarding Draft Parking Policy .....Page 33
  - F. District Engineer
  - G. District Manager
  - H. Onsite Manager.....Page 45
- 3. Business Items**
  - A. Consideration of Gym Mirror Proposals .....Page 46
  - B. Consideration of Letter Board Proposals.....Page 49
- 4. Business Administration**
  - A. Consideration of Meeting Minutes from December 12, 2023 .....Page 53
  - B. Consideration of November 2023 Financial Statements and Check Register .....Page 58
- 5. Supervisor Requests**
- 6. Audience Comments – Three- (3) Minute Time Limit**
- 7. Adjournment**

*The next meeting is scheduled for Tuesday, February 13, 2024, at 6:00 p.m.*



# Highlands Community Development District Waterway Inspection Report

---

**Reason for Inspection:**  
Quality Assurance

**Inspection Date:**  
12/18/2023

**Prepared for:**  
Highlands  
Community Development District

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

[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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
----------------	----



## Site Assessments

### Pond 1

**Comments:**

Site Looks Good

Observed and treated small quantities of invasive border grasses.

Pond water level is low.



### Pond 2

**Comments:**

Normal Growth Observed

Observed and treated small quantities of torpedograss.

Pond water level is low.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 3

**Comments:**

Normal Growth Observed

Observed and treated torpedoglass along the perimeter.

Pond water level is low.



### Pond 4

**Comments:**

Normal Growth Observed

Observed and treated torpedoglass along the perimeter.

Pond water level is low.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 5

**Comments:**

Normal Growth Observed

Observed and treated torpedograss along the perimeter.

Pond water level is normal.



### Pond 6

**Comments:**

Normal Growth Observed

Observed and treated torpedograss along the perimeter.

Pond water level is normal.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 7

**Comments:**

Normal Growth Observed

Observed and treated torpedograss and alligator weed.

Pond water level is low.



### Pond 8

**Comments:**

Site Looks Good

Observed and treated torpedograss along the perimeter.

Pond water level is low.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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





## Site Assessments

### Pond 9

**Comments:**

Normal Growth Observed

Observed and treated torpedograss.

Pond water level is low.



### Pond 10

**Comments:**

Site Looks Good

Observed and treated small quantities of invasive grasses and algae.

Pond water level is low.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 11

**Comments:**

Normal Growth Observed

Observed and treated torpedograss.

Pond water level is normal.



### Pond 12

**Comments:**

Normal Growth Observed

Observed and treated torpedograss along the perimeter.

Pond water level is normal.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 13

**Comments:**

Site Looks Good

Observed and treated small quantities of torpedograss.

Pond water level is normal.



### Pond 14

**Comments:**

Site Looks Good

Invasive slender spikerush is responding well to our last treatment. It is starting to decompose.

Pond water level is low.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 15

#### Comments:

Normal Growth Observed

Observed and treated small quantities of torpedograss.

Pond water level is low



### Pond 16

#### Comments:

Treatment In Progress

Observed and treated algae and small quantities of invasive grasses. Slender spikerush is responding well to our treatment from the last visit.

Pond water level is low.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 17

**Comments:**

Treatment In Progress

Observed and treated algae and invasive border grasses. Slender spikerush is responding well to our treatment from the last visit.

Pond water level is low.



### Pond 18

**Comments:**

Treatment In Progress

Observed and treated algae and invasive border grasses. Slender spikerush is responding well to our treatment from the last visit.

Pond water level is low



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 19

**Comments:**

Normal Growth Observed

Observed and treated small quantities of invasive grasses and algae.

Pond water level is low.



### Pond 20

**Comments:**

Normal Growth Observed

Observed and treated small quantities of algae and invasive grasses.

Pond water level is low



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto:lakes@advancedaquatic.com)

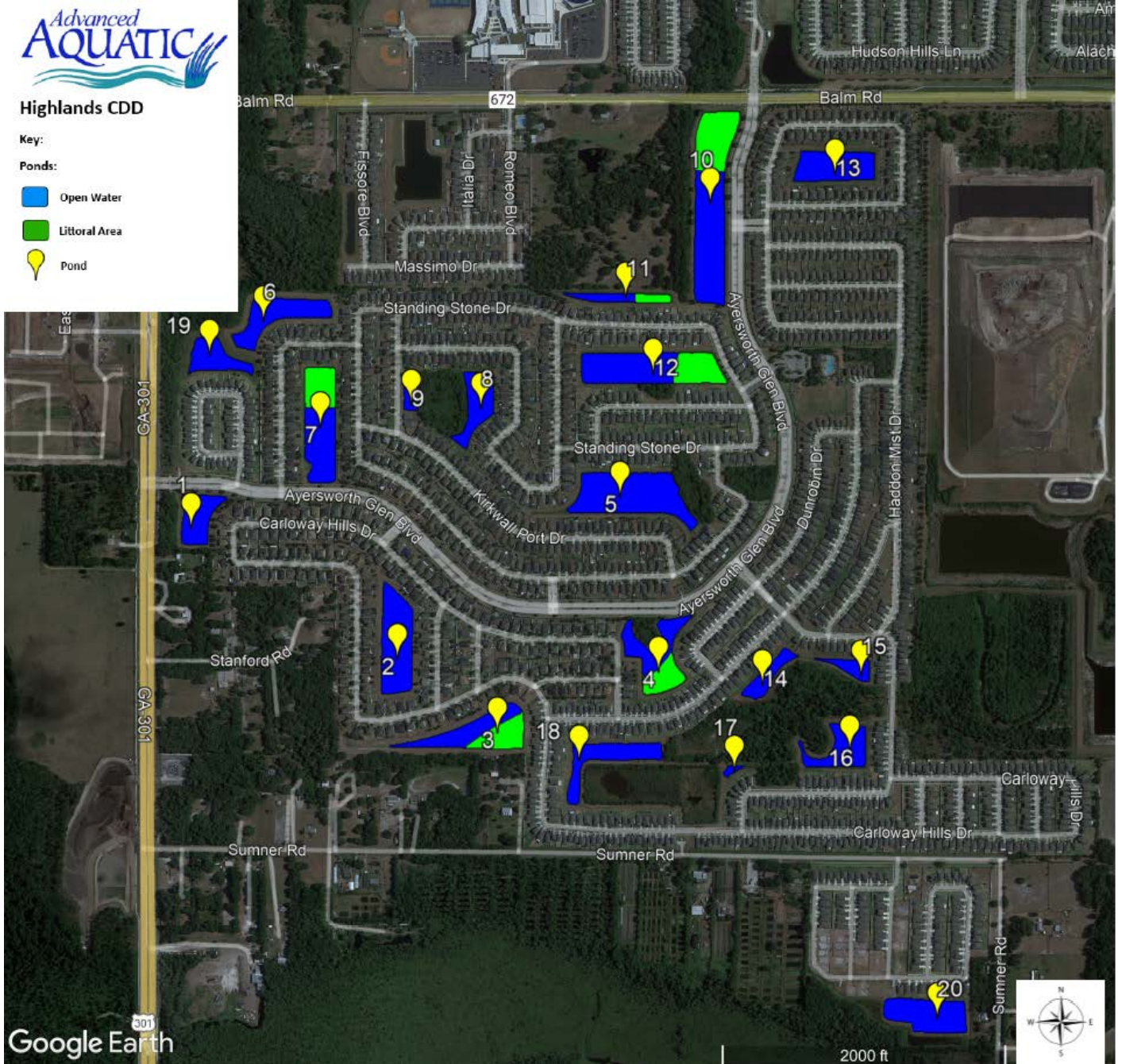
292 S. Military Trail, Deerfield Beach, FL 33442

Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa

1-800-491-9621



Map



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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

# HIGHLANDS CDD

Field Inspection - January 2024

Thursday, January 4, 2024

Prepared For Highlands CDD Board Of Supervisors

29 Items Identified





**Item 1**

Assigned To Yellowstone Monument looks good up front. Fountain is functioning properly, annuals and landscaping is healthy in the median.



**Item 2**

Assigned To Yellowstone Looks like new sod and mulch installed on Ayersworth Glen Blvd.



**Item 3**

Assigned To Yellowstone

Muhly grass trimmed in the median.



**Item 4**

Assigned To Yellowstone

Crepe Myrtles and hedges trimmed.



### Item 5

Minimal trash and very small amounts of Filamentous Algae in the first pond.



### Item 6

Assigned To Yellowstone

A few patches of struggling St. Augustine in the medians of Ayersworth Glen Blvd.



**Item 7**

Assigned To Yellowstone  
Viburnum fill ins look recently  
planted. Two more needed.



**Item 8**

Dog stations throughout have no  
bags.



### Item 9

Assigned To Yellowstone

A few more spots of missing Viburnum along Ayersworth Glen Blvd.



### Item 10

Assigned To Yellowstone

The next pond on Ayersworth Glen Blvd. has some invasives growing among the Spikerush and Pickerelweed. Very minimal amount.



### Item 11

Assigned To Yellowstone  
Fakahatchee and Muhly trimmed  
throughout.



### Item 12

Assigned To Yellowstone  
The 301 entrance looks good. More  
rocks could be installed to cover the  
drip lines.



### Item 13

Pond by 301 looks great.



### Item 14

Assigned To Yellowstone

Some landscaping beds were redone with new sod, mulch, white star jasmine, and Muhly grass.



**Item 15**

Assigned To Yellowstone

The Mystic Topaz Way monument looks good.



**Item 16**

Assigned To Yellowstone

Some of the hedges (Hawthorne) are struggling around the Loch Lauren monument.





**Item 17**

Assigned To Yellowstone

More dead/scraggly Hawthorne on Loch Lauren.



**Item 18**

Assigned To Yellowstone

The monument at Loch Ness Way looks good.



**Item 19**

Assigned To Yellowstone

The Haddon Mist Dr. monument also has some old dead Hawthorne.



**Item 20**

Assigned To Yellowstone

Suckers need to be trimmed from these adjacent oaks.



**Item 21**

A piece of foam trim is missing at the Clyde Field monument.



**Item 22**

Assigned To Yellowstone Surrounding landscaping looks good.



### Item 23

Assigned To Yellowstone

The annuals, Blue Daze, Ixora, agave, and palms look great leading to the clubhouse.



### Item 24

Assigned To Yellowstone Landscaping looks great around the clubhouse.



**Item 25**

Assigned To Yellowstone Nice  
annuals, nice landscaping.



**Item 26**

Assigned To On-site  
Air filter has been swapped out.



**Item 27**

Pool is closed off.



**Item 28**

Assigned To On-site

No issues inside.



### Item 29

The Kelly Green Ave. landscaping is healthy and the monument looks good.



January 2, 2024

PROJECT: Highlands CDD

RE: December 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 the 2" gate valve on the pump along Kelly Green that no longer closes all the way.
- Located the valve for the tree bubbler zone in the southwest corner of Misty Moss that wasn't closing all the way and made the necessary repairs.
- Completed the repair at the 3" mainline leak along the east side of Ayersworth, just south of Balm.
- Replaced the Hunter valve at Zone B38 and two severely damaged valve boxes.
- Investigated an electrical issue on the Balm controller that is taking down zones along the west/north side of Ayersworth from Mystic Topaz Way to US 301.
- The two valves that were discovered last month, that irrigate areas along Balm, east of Ayersworth, were found to not be wired. We will submit a new proposal for the activation and connection of these valves.

The drought in the Tampa Bay area continues. The one day a week watering restriction that took place on December 1, 2023, remains in full force.

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

Sincerely,

*Paul Vlva Jr.*

Paul Vlva Jr.  
Irrigation Manager





**RESOLUTION 2018-17**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES RELATING TO OVERNIGHT PARKING AND TRAFFIC ENFORCEMENT; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Highlands Community Development District (“District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in 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; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) is authorized by Sections 190.011(5) and 190.035, *Florida Statutes*, to adopt rules, orders, rates, fees and charges pursuant to Chapter 120, *Florida Statutes*; and

**WHEREAS**, the District desires to adopt *Rules Relating to Overnight Parking and Parking Enforcement* (“Rule”), pursuant to the provisions of Sections 190.011(5) and 190.035 and Chapter 120, *Florida Statutes*; and

**WHEREAS**, the Board finds that it is in the best interests of the District to adopt by resolution the Rule for immediate use and application.

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

**SECTION 1.** The District hereby adopts the Rule, attached hereto as **Exhibit A**.

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

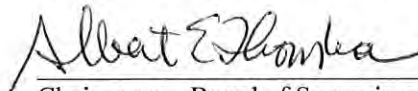
**SECTION 3.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 28<sup>th</sup> day of August, 2018.

**ATTEST:**

**HIGHLANDS COMMUNITY  
DEVELOPMENT DISTRICT**

  
\_\_\_\_\_  
Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chairperson, Board of Supervisors

**HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT**  
***RULES RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT***

---

**In accordance with Chapter 190, *Florida Statutes*, and on \_\_\_\_\_, 2018 at a duly noticed public meeting, the Board of Supervisors of the Highlands Community Development District (“District”) adopted the following policy to govern parking and parking enforcement on certain District Property. This policy repeals and supersedes all prior rules and/or policies governing the same subject matter.**

---

**SECTION 1. INTRODUCTION.** The District finds that parked Commercial Vehicles, Vehicles, Vessels and Recreational Vehicles (hereinafter defined) on certain of its property (hereinafter defined) cause hazards and danger to the health, safety and welfare of District residents, paid users and the public. This policy is intended to provide the District’s residents and paid users with a means to park Vehicles of overnight guests in the District’s Overnight Parking Areas and remove such Commercial Vehicles, Vehicles, Vessels and Recreational Vehicles from District designated Tow-Away Zones consistent with this Policy and as indicated on **Exhibit A** attached hereto and incorporated herein by reference. This Policy authorizes overnight parking in designated areas, which areas are identified in **Exhibit B** attached hereto, subject to obtaining an Overnight Parking Permit.

**SECTION 2. DEFINITIONS.**

- A. *Commercial Vehicle(s)*. Any mobile item which normally uses wheels, whether motorized or not, that (i) is titled, registered or leased to a company and not an individual person, or (ii) is used for business purposes even if titled, registered or leased to an individual person.
  
- B. *Vehicle(s)*. Any mobile item which normally uses wheels, whether motorized or not. For purposes of this Policy, unless otherwise specified, any use of the term Vehicle(s) shall be interpreted so as to include Commercial Vehicle(s), Vessel(s), and Recreational Vessel(s).
  
- C. *Vessel(s)*. Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
  
- D. *Recreational Vehicle(s)*. A vehicle designed for recreational use, which includes motor homes, campers and trailers relative to same.
  
- E. *Parked*. A Vehicle, Vessel or Recreational Vehicle left unattended by its owner or user.

- F. *Tow-Away Zone.* District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action.
- G. *Overnight.* Between the hours of 10:00 p.m. and 6:00 a.m. daily.

**SECTION 3. DESIGNATED PARKING AREAS.** Those areas within the District's boundaries depicted in **Exhibit A**, which is incorporated herein by reference, are hereby established as "Tow-Away Zones" for all Vehicles, including Commercial Vehicles, Vessels, Recreational Vehicles and improperly permitted Vehicles parked Overnight, as set forth in Sections 4 and 5 herein ("**Tow Away Zone**"). Vehicles may be parked Overnight on District Property, only in that area(s) indicated on **Exhibit B**, attached hereto ("**Overnight Parking Areas**") and with a pre-approved permit as set forth in this Policy.

**SECTION 4. ESTABLISHMENT OF TOW-AWAY ZONES.** Each area set forth in **Exhibit A** attached hereto is hereby declared a Tow Away Zone.

**SECTION 5. EXCEPTIONS.**

**A. OVERNIGHT PARKING PERMITS.** Residents may apply for an "Overnight Parking Permit" which will allow such resident and/or guest to park in the Overnight Parking Areas after-hours, and overnight. Overnight Parking Permit requests will be granted in accordance with the following:

1. Permits may not exceed seven (7) consecutive days. In no event may an Overnight Parking Permit be granted for more than fourteen (14) nights per calendar year for one Vehicle, as identified by the Vehicle's license plate number. Notwithstanding the foregoing, Overnight Parking Permits will not be issued for Vessels under any circumstances.
2. Residents and paid users interested in an Overnight Parking Permit may submit a request to the District Manager or his/her designee which includes the following information:
  - (1) The name, address and contact information of the owner of the Vehicle to which the permit will be granted;
  - (2) The make/model and license plate of the Vehicle to which the permit will apply;
  - (3) The reason and special terms (if any) for the Overnight Parking Permit; and
  - (4) The date and time of the expiration of the requested Overnight Parking Permit.

It is the responsibility of the person(s) requesting an Overnight Parking Permit to secure all necessary documentation and approvals. Failure to secure all necessary documentation and approvals will result in the towing and/or removal of the

Vehicle from the District's Property. Improperly permitted Vehicles parked in the Tow Away Zones will be subject to towing.

3. Upon receipt of all requested documentation, as set forth above, the District Manager or his/her designee will issue an Overnight Parking Permit to the resident or paid user making the request. Overnight Parking Permits will be granted by way of written correspondence by the District Manager or his/her designee. **No verbal grants of authority will be issued or be held valid.**
  4. The Overnight Parking Permit must be clearly displayed in the Vehicle windshield.
- B. VENDORS/CONTRACTORS.** The District Manager or his/her designee may authorize vendors/consultants in writing to park company Vehicles in order to facilitate District business. All Vehicles so authorized must be identified by an Overnight Parking Pass.
- C. DELIVERY VEHICLES AND GOVERNMENTAL VEHICLES.** Delivery Vehicles, including but not limited to, U.P.S., Fed Ex, moving company Vehicles, and lawn maintenance vendors may park on District Property while actively engaged in the operation of such businesses. Vehicles owned and operated by any governmental unit may also park on District Property while carrying out official duties.

Any Vehicle parked on District Property, including District roads, must do so in compliance with all laws, ordinances and codes.

#### **SECTION 6. TOWING/REMOVAL PROCEDURES.**

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be approved by the District's Board of Supervisors and shall be posted on District Property in the manner set forth in Section 715.07, *Florida Statutes*. Such signage is to be placed in conspicuous locations, in accordance with Section 715.07, *Florida Statutes*.
- B. TOWING/REMOVAL AUTHORITY.** To effect towing/removal of a Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle, the District Manager or his/her designee must verify that the subject Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle was not authorized to park under this rule in the Overnight Parking Areas and then must contact a firm authorized by Florida law to tow/remove Commercial Vehicle, Vehicles, Vessels and Recreational Vehicles for the removal of such unauthorized vehicle at the owner's expense. The Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in Section 715.07, *Florida Statutes*. Notwithstanding the foregoing, a towing service retained by the District may tow/remove any vehicle parked in the Tow-Away Zone.

**C. AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District's Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized vehicles and in accordance with Florida law and with the policies set forth herein.

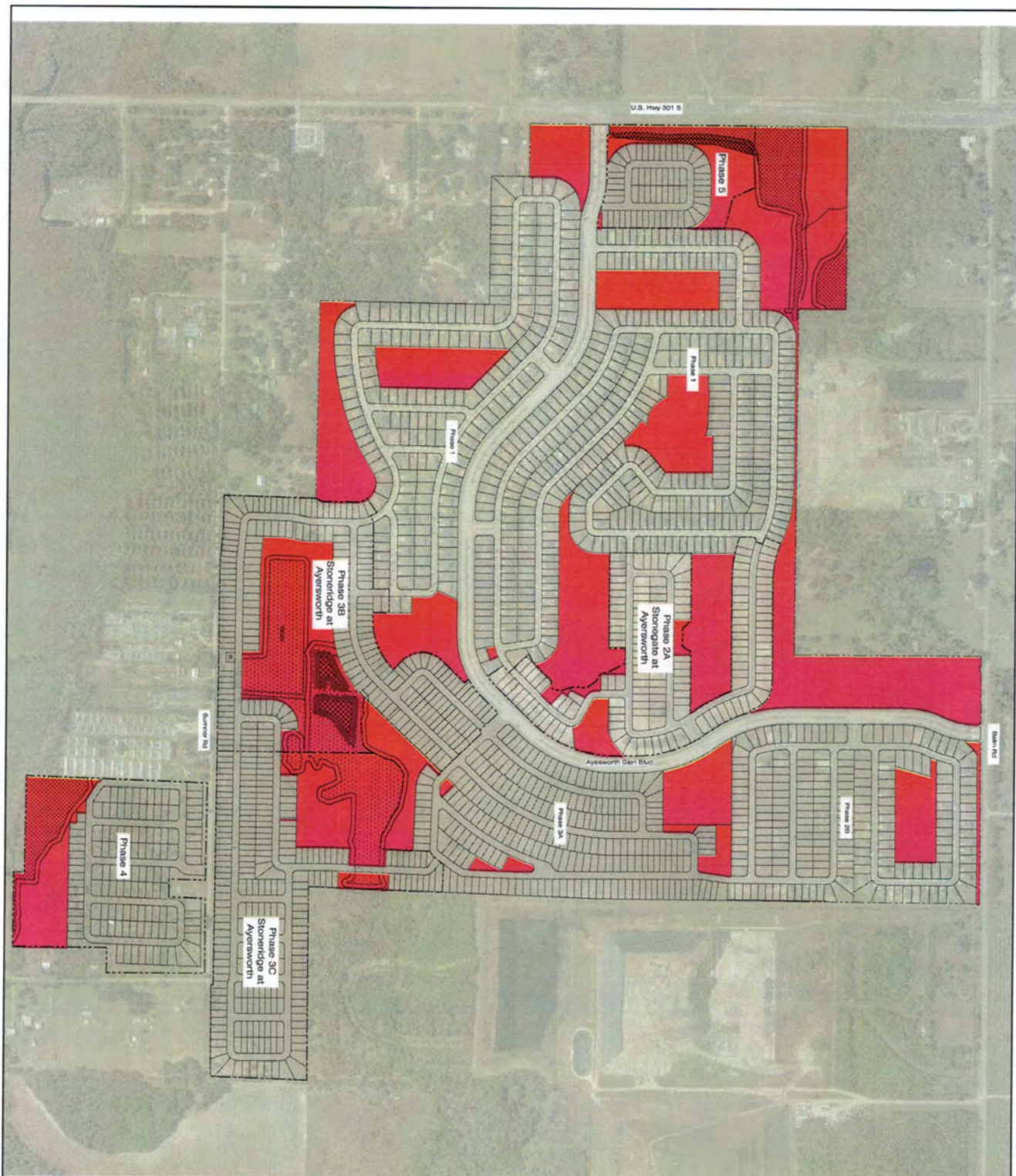
**SECTION 7. PARKING AT YOUR OWN RISK.** Vehicles, Vessels or Recreational Vehicles may be parked on District Property pursuant to this rule, provided, however, that the District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or to such Vehicles.

**EXHIBIT A – *Tow Away Zone***

**EXHIBIT B - *Map of Overnight Parking Areas***

Effective date: \_\_\_\_\_, 2018

**EXHIBIT A – *Tow Away Zone***



PHASE	# LOTS
1	627
2A	159
2B	214
3A	277
3B	231
3C	220
4	128
5	80
<b>TOTAL</b>	<b>1,866</b>



1  
1

**LANDMARK**  
Engineering & Surveying Corporation  
8515 Palm River Road Tampa, Florida 33619  
(813) 621-7841 (813) 654-1632 (fax)  
www.lmsc.com CA. # 28014

HIGHLANDS CDD  
12051 CORPORATE BLVD.  
ORLANDO, FLORIDA 32817  
Phone (407) 382-3256

AYERSWORTH GLEN  
HILLSBOROUGH COUNTY, FLORIDA  
CDD OWNED PROPERTY  
07-10-2018

DATE: 7/10/18  
DESIGN BY: TCA  
CHECKED BY: TCA  
JOB NO.: 2130094

**EXHIBIT B - *Map of Overnight Parking Areas***





11102 Ayersworth  
Glen Boulevard

Google

Ayersworth Glen Blvd

Imagery ©2018 Google, Map data ©2018 Google, United States, Texas, San Antonio, TX



**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.



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

- Assisted 5 residents with access cards for Amenities
- Added 5 residents to email list
- Completed community drive through weekly
- Reached out to Brandon glass for clarification on gym mirror details.
- Sharper Image Pools completed final repairs to the clubhouse pool.
- ST6 continued working on the basketball court access system.
- The Community Christmas party took place Saturday 12-16-23.
- Obtained more proposals for Outdoor letter boards.
- Scheduled A/C inspection
- Scheduled Fire inspection
- Reached out to a vendor to repair inactive floodlight at Stone Park entrance.
- Reached out to a vendor to have the inactive pool shower capped and removed.
- 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**

**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 #	<b>Q B0039288</b>	Date	<b>11/08/2023</b>
Cust. #	<b>6333322</b>	Price Cat	<b>1, SHOP</b>
P.O. #		Sold By	<b>JULIE</b>
		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- MIRROR / INSTALLED						
1	MR1/4	1/4	57 X 120 CLEAR MIRROR	881.05	881.05	881.05
1	A1		(All) POLISHED EDGES			
5	JMOLDS		JMOLD SILVER	3.28	3.28	16.40
1	MASTICG		GALLON MASTIC	125.21	125.21	125.21
1	S/C		LABOR RATE	255.00	255.00	255.00
<p>*****/ NOTE *****</p> <p>PRICES ARE SUBJECT TO CHANGE UPON OUR MEASURE . WE ARE CURRENTLY 4-5 WEEKS OUT ON ALL NEW APPOINTMENTS .</p> <p>EMAIL - AWGCLUBHOUSE@GMAIL.COM</p>						
SPECIAL INSTRUCTIONS					Subtotal	1277.66
<p>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.</p> <p>No returns will be authorized for tempered, special orders or cut flat glass.</p> <p>50% deposit is required on all orders. Balance of payment is due upon completion of the workorder and/or receipt of this invoice.</p> <p>A service charge of 1.5% per month (18.00% annum) will be added to past due accounts.</p> <p>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.</p>					Labor	0.00
					Tax	0.00
					Total	1277.66
					Balance	1277.66
RECEIVED BY:						
11/8/23 3:04pm by 0 Updated 1/4/24 2:24pm 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





11749 Crestridge Loop  
Trinity, FL 34655



# Estimate

Date	Estimate #
12/11/2023	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.	1	4,000.00	4,000.00
Repaint both kiosks (ie. posts and sign frame) with black outdoor direct to metal paint.	2	150.00	300.00
New 2-inch tall white helvetica sprue letter set	1	150.00	150.00
		<b>Subtotal</b>	\$4,450.00
		<b>Sales Tax (7.0%)</b>	\$0.00
		<b>Total</b>	\$4,450.00

Phone #
(727) 480-6514

E-mail
fieldsconsultinggroup@yahoo.com



11749 Crestridge Loop  
Trinity, FL 34655



# Estimate

Date	Estimate #
12/11/2023	1424

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

Project

Description	Qty	Rate	Total
Replace old black groove letter board and clear acrylic window pane. Keep existing posts. Use existing hardware.	1	1,250.00	1,250.00
Repaint both kiosks (ie. posts and sign frame) with black outdoor direct to metal paint.	2	150.00	300.00
New 2-inch tall white helvetica sprue letter set	1	150.00	150.00
		<b>Subtotal</b>	\$1,700.00
		<b>Sales Tax (7.0%)</b>	\$0.00
		<b>Total</b>	\$1,700.00

Phone #
(727) 480-6514

E-mail
fieldsconsultinggroup@yahoo.com

OLD ACRYLIC WINDOW



OLD BOARD AND ACRYLIC



OLD GROOVE BOARD





1947 W. Brandon Blvd  
 Brandon, FL 33511  
 (813) 684-0047

# ESTIMATE

## ES06-41351

<http://www.signsnowbrandon.com>

Payment Terms: Cash Customer

Created Date: 12/27/2023

**DESCRIPTION:** Outdoor Message Board

**Bill To:** Highland CDD  
 11102 Ayersworth Glen Blvd  
 Wimauma, FL 33598  
 US

**Pickup At:** Signs Now  
 1947 W. Brandon Blvd  
 Brandon, FL 33511  
 US

**Requested By:** Will Williams  
 Email: awgclubhouse@gmail.com

**Salesperson:** House Signs Now - Brandon FL  
 Entered By: Meghan Castellanos

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	<b>Large Outdoor Message Board</b>	2	\$2,663.27	\$5,326.54
1.1	<b>Outdoor Message Board -</b>  <b>Part Qty:</b> 1 <b>Width:</b> 32.00" <b>Height:</b> 48.00"  <b>Text:</b> Includes:  - 32" W x 48" H Single Door Enclosed Message Centers - Interior Material: Self-sealing cork insert or Black vinyl letterboard insert. - Letterboard inserts include 145-piece 2 Helvetica letter/number set. - Two keys - Set of 2 Posts and Hardware - Installation  PLEASE NOTE: Prices may be subject to change once the quote is finalized. Please let us know when you're ready to place an order with us.			

<b>Subtotal:</b>	\$5,326.54
<b>Taxes:</b>	\$0.00
<b>Grand Total:</b>	\$5,326.54
<b>Deposit Required:</b>	\$2,663.27

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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, December 12, 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	<b>Board Supervisor, Chair</b>
Mark Bouthot	<b>Board Supervisor, Vice Chair</b>
Orlando Echevarria	<b>Board Supervisor, Asst. Secretary</b>
Trang Chu	<b>Board Supervisor, Asst. Secretary</b>
Joanna Pharo	<b>Board Supervisor, Asst. Secretary</b>

Also present were:

Jennifer Goldyn	<b>Regional Director, Inframark</b>
Kristee Cole	<b>District Manager, Inframark</b>
LeAnn Chiarelli	<b>Representative, Inframark</b>
Leo Lluberres	<b>Field Inspection Manager, Inframark</b>
David Jackson	<b>District Counsel, Persson, Cohen &amp; Mooney</b>
Robin Rhodes	<b>Representative, Yellowstone Landscape</b>
Savannah Berger	<b>Representative, Advanced Aquatics</b>
Gail Huff	<b>Representative, Ballenger Irrigation</b>
Will Williams	<b>Onsite Manager</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Staff Reports**

**Aquatics Inspection Report**

Ms. Berger updated the Board on positive new growth. Ms. Baxter asked if water could be hauled in to fill the ponds. Ms. Berger informed the Board it was possible, but the water would just seep into the ground and settle on the water table. Ms. Berger stated that she recently quoted a price for this, costing half a million dollars.

51 **Field Inspection Report**

52  
53 Mr. Llubes presented his report to the Board. He mentioned that there was a  
54 party that took place over the Thanksgiving weekend that had a gender reveal,  
55 which caused Clubhouse Staff additional work to clean up.  
56

57 **Ballenger Irrigation**

58  
59 Ms. Huff presented her report to the Board and gave an update on the main line  
60 repair. She also mentioned that there was a valve at the pump at Stonegate that  
61 would not turn off. Her team disabled it for the moment. She gave an update on the  
62 water days. They are watering half of the community on Thursdays. On Fridays, the  
63 additional half will be watered. She informed the Board that she is not doing the  
64 entire community at once, because if one pump fails, it will not water the remainder  
65 of the community due to the pressure.  
66

67 **Landscape Inspection Report**

68  
69 **1. Consideration of Landscape Proposals**

70  
71 Mr. Rhodes presented four (4) landscape proposals to the Board: Proposal  
72 #370712 for items 9 and 10, in the amount of \$3,943.53, Proposal #370682 for item  
73 15, in the amount of \$3,249.96, Proposal #370659 for item 16, in the amount of  
74 \$3,496.39, and Proposal #370699 for item 17, in the amount of \$1,082.14. The  
75 Board asked for a revised proposal for item #16 on Mr. Llubes' report, but  
76 authorized the Chair to execute outside of a meeting.  
77

On a motion from Ms. Pharo, seconded by Ms. Chu, the Board authorized the Chair to execute the revised Yellowstone proposal for item #16, outside of a meeting, for the Highlands CDD.

78  
On a motion from Ms. Pharo, seconded by Mr. Bouthot, the Board approved landscape proposals #370712 for items 9 and 10, in the amount of \$3,943.53, Proposal #370682 for item 15, in the amount of \$3,249.96 and Proposal #370699, for item 17, in the amount of \$1,082.14, for the Highlands CDD.

79  
80 Mr. Rhodes informed the Board that Phase 4 turf has been sprayed. Ms. Huff and  
81 Mr. Rhodes will communicate on the days he is spraying so we can add the  
82 additional irrigation time to the watering schedule.  
83

84 **District Counsel**

85  
86 **1. Discussion regarding Draft Parking Policy**

87  
88 Mr. Jackson explained the Draft Parking Policy to the Board. The Board will take  
89 time to come back to the January 2024 meeting with any additions they would like  
90 added.  
91

92 Ms. Cole informed the Board that Aqua Sentry does not want to maintain the  
93 fountain any longer. The Board instructed District Management to obtain proposals  
94 for next month's meeting.

95  
96 Ms. Cole informed the Board that the pool resurfacing is still underway. At this time,  
97 we do not have a completion date.

98  
99 Mr. Jackson brought up the Holiday Bonuses that the Board asked him to look into.  
100 He said that it is not an issue that the Board provides Holiday Bonuses.  
101

On a motion from Ms. Baxter, seconded by Ms. Pharo, the Board approved a Holiday Bonus for Wilbert Williams in the amount of \$400.00, William Thomas in the amount of \$200.00, Eric Frazier in the amount of \$100.00, and Ciera Gilbert in the amount of \$100.00, for the Highlands CDD.

102  
103 **District Engineer**

104  
105 Ms. Cole informed the Board that Mr. Whited is on vacation but will provide  
106 proposals for the core samples at the January 2024 meeting.

107  
108 **District Manager**

109  
110 Ms. Cole informed the Board their next meeting will be held on January 9, 2024.  
111 Additionally, Ms. Cole updated the Board on an event that Hillsborough County  
112 Public Utilities would like to put on for the District to educate the community on  
113 proper practices to prevent future incidents in the community. The Board was in  
114 favor of this event and asked for it to take place after the new year, possibly once in  
115 the morning and once in the evening. Once scheduled, Mr. Williams will send out  
116 an e-blast to the community.

117  
118 **Clubhouse Manager**

119  
120 Mr. Williams updated the Board on the assorted holiday treats that were set out for  
121 the week, along with the 'You Have Been Elfed' program. The basketball court  
122 fence has been strapped again and the parking lot will be restriped in January  
123 2024. ST6 came out to put their lines into the basketball court and cut a fiberoptic  
124 line. Verizon came out and fixed the line at no cost to the District.

125  
126 **THIRD ORDER OF BUSINESS**

**Public Hearing on Amending the  
Amenity Policy & Rates**

127  
128 On a motion from Ms. Pharo, seconded by Ms. Baxter, the Board opened the Public Hearing on Amending the Amenity Policy & Rates, for the Highlands CDD.

129  
130 The Board discussed the Square account and would like to move forward with  
131 money orders being the preferred method of payment so the District does not have to  
132 incur the fees. The Board also asked for a change in the Policy and Rates to include  
133 paints and dyes of the like in the language.

On a motion from Ms. Baxter, seconded by Mr. Bouthot, the Board closed the Public Hearing on Amending the Amenity Policy & Rates, for the Highlands CDD.

134  
135  
136  
137

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03,  
Amending the Amenity Policy & Rates**

On a motion from Ms. Baxter, seconded by Mr. Bouthot, the Board adopted Resolution 2024-03, Amending the Amenity Policy & Rates, for the Highlands CDD.

138  
139

*(Ms. Pharo exited the meeting at 7:40 p.m.)*

140  
141  
142

**FIFTH ORDER OF BUSINESS**

**Consideration of Gym Mirror Proposals**

The Board reviewed the proposals and decided to table this item since the Brandon Glass proposal was unclear.

143  
144  
145  
146

**SIXTH ORDER OF BUSINESS**

**Consideration of Letter Board Proposal**

The Board reviewed the proposal and decided to table this until the January 2024 meeting, in order to get more proposals.

147  
148  
149  
150  
151

**SEVENTH ORDER OF BUSINESS**

**Discussion regarding Fence  
Encroachment**

Ms. Cole informed the Board of the homeowners who have responded to the letters. The Board instructed District Management to get all of the addresses via drone and send a letter to them. The ones who have not complied after January 2, 2024, will be sent a final notice.

152  
153  
154  
155  
156  
157  
158

**EIGHTH ORDER OF BUSINESS**

**Discussion regarding Shower Drain Line**

The Health Department confirmed that only one working shower is needed for the pool. The Board decided to have the line capped for the second shower, due to the expense.

159  
160  
161  
162  
163  
164

**NINTH ORDER OF BUSINESS**

**Consideration of Meeting Minutes  
from November 14, 2023**

On a motion from Ms. Baxter, seconded by Ms. Chu, the Board unanimously approved the Meeting Minutes from November 14, 2023, for the Highlands CDD.

165  
166  
167  
168  
169  
170  
171

**TENTH ORDER OF BUSINESS**

**Consideration of October 2023 Financial  
Statements and Check Register**

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



172 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests**

173  
174 Ms. Pharo mentioned earlier in the meeting that the fence near the dog park is  
175 leaning. Staff will address and possibly get proposals, if needed, to install the fence.  
176

177 **TWELFTH ORDER OF BUSINESS** **Audience Comments**

178  
179 There were no audience comments at this time.

180  
181 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**

182 On a motion from Ms. Baxter, seconded by Ms. Chu, the Board unanimously approved  
to adjourn the meeting at 8:00 p.m., for the Highlands CDD.

183  
184  
185  
186

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

**HIGHLANDS**

Community Development District

*Financial Report*

*November 30, 2023*

**Table of Contents**

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

**HIGHLANDS**

Community Development District

**Financial Statements**

(Unaudited)

**November 30, 2023**

**HIGHLANDS**

Community Development District

*Governmental Funds*

**Balance Sheet**  
November 30, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>RESERVE FUND</b>	<b>SERIES 2013/2014 DEBT SERVICE</b>	<b>SERIES 2016 DEBT SERVICE FUND</b>	<b>SERIES 2018 DEBT SERVICE FUND</b>	<b>SERIES 2013/2014 CAPITAL PROJECTS</b>	<b>SERIES 2016 CAPITAL PROJECT</b>	<b>SERIES 2018 CAPITAL PROJECTS</b>	<b>GENERAL FIXED ASSETS FUND</b>	<b>GENERAL LONG-TERM DEBT FUND</b>	<b>TOTAL</b>
<b>ASSETS</b>											
Cash - Checking Account	\$ 98,552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,552
Due From Other Funds	-	245,421	21,314	55,268	26,839	-	-	-	-	-	348,842
Investments:											
Money Market Account	323,023	-	-	-	-	-	-	-	-	-	323,023
Construction Fund	-	-	-	-	-	6,994	5,291	626,131	-	-	638,416
Interest Account	-	-	-	-	24	-	-	-	-	-	24
Prepayment Account	-	-	38	3,323	131	-	-	-	-	-	3,492
Reserve Fund	-	-	170,856	501,292	243,096	-	-	-	-	-	915,244
Revenue Fund	-	-	118,840	392,957	335,531	-	-	-	-	-	847,328
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
<b>TOTAL ASSETS</b>	<b>\$ 440,315</b>	<b>\$ 245,421</b>	<b>\$ 311,048</b>	<b>\$ 952,840</b>	<b>\$ 605,626</b>	<b>\$ 6,994</b>	<b>\$ 5,291</b>	<b>\$ 626,131</b>	<b>\$ 29,341,248</b>	<b>\$ 23,670,000</b>	<b>\$ 56,204,914</b>

**HIGHLANDS**

Community Development District

*Governmental Funds*

**Balance Sheet**  
November 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESERVE FUND	SERIES 2013/2014 DEBT SERVICE	SERIES 2016 DEBT SERVICE FUND	SERIES 2018 DEBT SERVICE FUND	SERIES 2013/2014 CAPITAL PROJECTS	SERIES 2016 CAPITAL PROJECT	SERIES 2018 CAPITAL PROJECTS	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
<b>LIABILITIES</b>											
Accounts Payable	\$ 7,158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,158
Sales Tax Payable	170	-	-	-	-	-	-	-	-	-	170
Deposits - Rentals	2,100	-	-	-	-	-	-	-	-	-	2,100
Bonds Payable	-	-	-	-	-	-	-	-	-	23,670,000	23,670,000
Due To Other Funds	348,842	-	-	-	-	-	-	-	-	-	348,842
<b>TOTAL LIABILITIES</b>	<b>358,270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,670,000</b>	<b>24,028,270</b>
<b>FUND BALANCES</b>											
<b>Restricted for:</b>											
Debt Service	-	-	311,048	952,840	605,626	-	-	-	-	-	1,869,514
Capital Projects	-	-	-	-	-	6,994	5,291	626,131	-	-	638,416
<b>Unassigned:</b>	<b>82,045</b>	<b>245,421</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,341,248</b>	<b>-</b>	<b>29,668,714</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 82,045</b>	<b>\$ 245,421</b>	<b>\$ 311,048</b>	<b>\$ 952,840</b>	<b>\$ 605,626</b>	<b>\$ 6,994</b>	<b>\$ 5,291</b>	<b>\$ 626,131</b>	<b>\$ 29,341,248</b>	<b>\$ -</b>	<b>\$ 32,176,644</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 440,315</b>	<b>\$ 245,421</b>	<b>\$ 311,048</b>	<b>\$ 952,840</b>	<b>\$ 605,626</b>	<b>\$ 6,994</b>	<b>\$ 5,291</b>	<b>\$ 626,131</b>	<b>\$ 29,341,248</b>	<b>\$ 23,670,000</b>	<b>\$ 56,204,914</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ 2,657	\$ 2,657	0.00%
Special Assmnts- Tax Collector	1,140,749	190,125	39,487	(150,638)	3.46%
Other Miscellaneous Revenues	5,000	834	-	(834)	0.00%
<b>TOTAL REVENUES</b>	<b>1,145,749</b>	<b>190,959</b>	<b>42,144</b>	<b>(148,815)</b>	<b>3.68%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	12,000	2,000	2,000	-	16.67%
FICA Taxes	-	-	122	(122)	0.00%
ProfServ-Arbitrage Rebate	15,000	-	-	-	0.00%
ProfServ-Dissemination Agent	-	-	5,500	(5,500)	0.00%
ProfServ-Trustee Fees	25,000	-	6,512	(6,512)	26.05%
District Counsel	25,000	4,166	1,682	2,484	6.73%
District Engineer	12,000	2,000	3,400	(1,400)	28.33%
District Manager	66,272	11,046	11,046	-	16.67%
Auditing Services	4,500	-	-	-	0.00%
Website Hosting/Email services	6,400	1,066	256	810	4.00%
Public Officials Insurance	3,391	3,391	3,144	247	92.72%
Legal Advertising	4,500	750	998	(248)	22.18%
Bank Fees	800	134	-	134	0.00%
Dues, Licenses, Subscriptions	175	175	218	(43)	124.57%
<b>Total Administration</b>	<b>175,038</b>	<b>24,728</b>	<b>34,878</b>	<b>(10,150)</b>	<b>19.93%</b>
<b>Electric Utility Services</b>					
Street Lights	175,000	29,166	16,907	12,259	9.66%
Utility Services	16,500	2,750	1,339	1,411	8.12%
Utility - Recreation Facilities	500	84	34	50	6.80%
Utility-Pool	2,000	334	318	16	15.90%
<b>Total Electric Utility Services</b>	<b>194,000</b>	<b>32,334</b>	<b>18,598</b>	<b>13,736</b>	<b>9.59%</b>
<b>Garbage/Solid Waste Services</b>					
Garbage - Recreation Facility	1,596	266	850	(584)	53.26%
<b>Total Garbage/Solid Waste Services</b>	<b>1,596</b>	<b>266</b>	<b>850</b>	<b>(584)</b>	<b>53.26%</b>
<b>Water-Sewer Comb Services</b>					
Utility Services	10,000	1,666	107	1,559	1.07%
<b>Total Water-Sewer Comb Services</b>	<b>10,000</b>	<b>1,666</b>	<b>107</b>	<b>1,559</b>	<b>1.07%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>Stormwater Control</u></b>					
R&M-Wetland Monitoring	22,950	3,826	14,425	(10,599)	62.85%
R&M Lake & Pond Bank	2,500	416	875	(459)	35.00%
Aquatic Maintenance	27,000	4,500	2,206	2,294	8.17%
Aquatic Plant Replacement	1,000	166	-	166	0.00%
<b>Total Stormwater Control</b>	<b>53,450</b>	<b>8,908</b>	<b>17,506</b>	<b>(8,598)</b>	<b>32.75%</b>
<b><u>Other Physical Environment</u></b>					
Field Services	7,200	1,200	1,200	-	16.67%
Contracts-Annuals	5,400	900	-	900	0.00%
Insurance - General Liability	3,730	622	3,458	(2,836)	92.71%
Property Insurance	14,300	2,384	21,378	(18,994)	149.50%
R&M-Irrigation	35,600	5,934	6,150	(216)	17.28%
Landscape - Mulch	29,800	4,966	3,850	1,116	12.92%
Landscape Maintenance	206,060	34,344	34,343	1	16.67%
Landscape Replacement	15,000	2,500	-	2,500	0.00%
Entry & Walls Maintenance	5,000	834	1,036	(202)	20.72%
Holiday Decoration	17,500	2,916	8,538	(5,622)	48.79%
Miscellaneous Expenses	5,000	834	1,530	(696)	30.60%
<b>Total Other Physical Environment</b>	<b>344,590</b>	<b>57,434</b>	<b>81,483</b>	<b>(24,049)</b>	<b>23.65%</b>
<b><u>Security Operations</u></b>					
Security Patrol Services	35,000	5,834	7,962	(2,128)	22.75%
<b>Total Security Operations</b>	<b>35,000</b>	<b>5,834</b>	<b>7,962</b>	<b>(2,128)</b>	<b>22.75%</b>
<b><u>Parks and Recreation</u></b>					
Management Contract	201,680	33,614	31,030	2,584	15.39%
Pest Control	950	158	170	(12)	17.89%
Telephone/Fax/Internet Services	2,750	458	192	266	6.98%
R&M-Clubhouse	12,000	2,000	3,386	(1,386)	28.22%
R&M-Pools	30,000	5,000	3,570	1,430	11.90%
R&M-Fitness Equipment	1,500	250	1,995	(1,745)	133.00%
R&M Basketball Courts	1,500	250	-	250	0.00%
Furniture Repair/Replacement	2,000	334	784	(450)	39.20%
Access Control Maintenance & Repair	8,970	1,496	23,403	(21,907)	260.90%
Computer Support	500	84	-	84	0.00%
Office Supplies	1,500	250	-	250	0.00%
Dog Waste Station Supplies	6,000	1,000	15	985	0.25%
Pool Permits	275	46	325	(279)	118.18%
<b>Total Parks and Recreation</b>	<b>269,625</b>	<b>44,940</b>	<b>64,870</b>	<b>(19,930)</b>	<b>24.06%</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>Special Events</b>					
Special Events	5,000	834	-	834	0.00%
<b>Total Special Events</b>	<b>5,000</b>	<b>834</b>	<b>-</b>	<b>834</b>	<b>0.00%</b>
<b>Reserves</b>					
Misc-Contingency	57,450	9,576	159	9,417	0.28%
<b>Total Reserves</b>	<b>57,450</b>	<b>9,576</b>	<b>159</b>	<b>9,417</b>	<b>0.28%</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>1,145,749</b>	<b>186,520</b>	<b>226,413</b>	<b>(39,893)</b>	<b>19.76%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	4,439	(184,269)	(188,708)	0.00%
Net change in fund balance	\$ -	\$ 4,439	\$ (184,269)	\$ (188,708)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>266,314</b>	<b>266,314</b>	<b>266,314</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 266,314</b>	<b>\$ 270,753</b>	<b>\$ 82,045</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%
Special Assmnts- Tax Collector	232,550	38,758	8,050	(30,708)	3.46%
<b>TOTAL REVENUES</b>	<b>232,550</b>	<b>38,758</b>	<b>8,050</b>	<b>(30,708)</b>	<b>3.46%</b>
<b>EXPENDITURES</b>					
<b>Reserves</b>					
Capital Reserve	232,550	-	11,150	(11,150)	4.79%
<b>Total Reserves</b>	<b>232,550</b>	<b>-</b>	<b>11,150</b>	<b>(11,150)</b>	<b>4.79%</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>232,550</b>	<b>-</b>	<b>11,150</b>	<b>(11,150)</b>	<b>4.79%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	38,758	(3,100)	(41,858)	0.00%
Net change in fund balance	\$ -	\$ 38,758	\$ (3,100)	\$ (41,858)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>248,521</b>	<b>248,521</b>	<b>248,521</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 248,521</b>	<b>\$ 287,279</b>	<b>\$ 245,421</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ 4,452	\$ 4,452	0.00%
Special Assmnts- Tax Collector	410,113	68,352	14,236	(54,116)	3.47%
<b>TOTAL REVENUES</b>	<b>410,113</b>	<b>68,352</b>	<b>18,688</b>	<b>(49,664)</b>	<b>4.56%</b>
<b>EXPENDITURES</b>					
<b>Debt Service</b>					
Principal Debt Retirement	100,000	100,000	100,000	-	100.00%
Interest Expense	310,113	151,769	151,769	-	48.94%
<b>Total Debt Service</b>	<b>410,113</b>	<b>251,769</b>	<b>251,769</b>	<b>-</b>	<b>61.39%</b>
<b>TOTAL EXPENDITURES</b>	<b>410,113</b>	<b>251,769</b>	<b>251,769</b>	<b>-</b>	<b>61.39%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	(183,417)	(233,081)	(49,664)	0.00%
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating Transfers-Out	-	-	(496)	(496)	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(496)</b>	<b>(496)</b>	<b>0.00%</b>
Net change in fund balance	\$ -	\$ (183,417)	\$ (233,577)	\$ (50,160)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>544,625</b>	<b>544,625</b>	<b>544,625</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 544,625</b>	<b>\$ 361,208</b>	<b>\$ 311,048</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ 9,014	\$ 9,014	0.00%
Special Assmnts- Tax Collector	1,063,442	177,240	36,914	(140,326)	3.47%
<b>TOTAL REVENUES</b>	<b>1,063,442</b>	<b>177,240</b>	<b>45,928</b>	<b>(131,312)</b>	<b>4.32%</b>
<b>EXPENDITURES</b>					
<b>Debt Service</b>					
Principal Debt Retirement	475,000	-	-	-	0.00%
Interest Expense	588,442	199,613	199,613	-	33.92%
<b>Total Debt Service</b>	<b>1,063,442</b>	<b>199,613</b>	<b>199,613</b>	<b>-</b>	<b>18.77%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,063,442</b>	<b>199,613</b>	<b>199,613</b>	<b>-</b>	<b>18.77%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	(22,373)	(153,685)	(131,312)	0.00%
Net change in fund balance	\$ -	\$ (22,373)	\$ (153,685)	\$ (131,312)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>1,106,525</b>	<b>1,106,525</b>	<b>1,106,525</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,106,525</b>	<b>\$ 1,084,152</b>	<b>\$ 952,840</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ 4,754	\$ 4,754	0.00%
Special Assmnts- Tax Collector	516,420	86,070	17,926	(68,144)	3.47%
<b>TOTAL REVENUES</b>	<b>516,420</b>	<b>86,070</b>	<b>22,680</b>	<b>(63,390)</b>	<b>4.39%</b>
<b>EXPENDITURES</b>					
<b>Debt Service</b>					
Principal Debt Retirement	145,000	-	-	-	0.00%
Interest Expense	371,420	-	-	-	0.00%
<b>Total Debt Service</b>	<b>516,420</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>516,420</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	86,070	22,680	(63,390)	0.00%
Net change in fund balance	\$ -	\$ 86,070	\$ 22,680	\$ (63,390)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>582,946</b>	<b>582,946</b>	<b>582,946</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 582,946</b>	<b>\$ 669,016</b>	<b>\$ 605,626</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>					
Interest - Investments	\$ -	\$ -	\$ 54	\$ 54	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>54</b>	<b>54</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>					
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	54	54	0.00%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Interfund Transfer - In	-	-	496	496	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>496</b>	<b>496</b>	<b>0.00%</b>
Net change in fund balance	\$ -	\$ -	\$ 550	\$ 550	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>-</b>	<b>-</b>	<b>6,444</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,994</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>					
Interest - Investments	\$ -	\$ -	\$ 43	\$ 43	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>43</b>	<b>43</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>					
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	43	43	0.00%
Net change in fund balance	\$ -	\$ -	\$ 43	\$ 43	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>-</b>	<b>-</b>	<b>5,248</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,291</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>					
Interest - Investments	\$ -	\$ -	\$ 5,142	\$ 5,142	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>5,142</b>	<b>5,142</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>					
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	5,142	5,142	0.00%
Net change in fund balance	\$ -	\$ -	\$ 5,142	\$ 5,142	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>-</b>	<b>-</b>	<b>620,989</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 626,131</b>		



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

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

# **HIGHLANDS**

Community Development District

## **Supporting Schedules**

**December 31, 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.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>							
<b>CHECK # 1137</b>							
001	11/03/23	ADVANCED AQUATIC SERVICES, INC.	10551400	OCT LAKE MAINT	Aquatic Maintenance	546995-53805	\$2,206.00
001	11/03/23	ADVANCED AQUATIC SERVICES, INC.	10551005	SEP 2023 LAKE MAINT	Aquatic Maintenance	546995-53805	\$2,206.00
<b>Check Total</b>							<b>\$4,412.00</b>
<b>CHECK # 1138</b>							
001	11/03/23	BDI ENGINEERING	1253	ENGINEERING SRVCS OCT 2023	District Engineer	531147-51301	\$1,975.00
<b>Check Total</b>							<b>\$1,975.00</b>
<b>CHECK # 1139</b>							
001	11/03/23	ST6 SECURITY LLC	INV-0866	EXIT DOOR ELECTRIFICATION	Access Control Maintenance & Repair	546998-57201	\$2,694.00
001	11/03/23	ST6 SECURITY LLC	INV-0868	DOOR CLOSERS ON RESTROOMS AT CABANA	Access Control Maintenance & Repair	546998-57201	\$420.00
001	11/03/23	ST6 SECURITY LLC	INV-0867	ACCESS CONTROL REPAIRS	Access Control Maintenance & Repair	546998-57201	\$4,814.19
<b>Check Total</b>							<b>\$7,928.19</b>
<b>CHECK # 1140</b>							
001	11/06/23	ASHLEY RUIZ	11022023	REFUND DEPOSIT CLUBHOUSE	Deposits-Rentals	220005	\$350.00
<b>Check Total</b>							<b>\$350.00</b>
<b>CHECK # 1141</b>							
001	11/06/23	RUBY DUNN	11012023	REFUND DEPOSIT CLUBHOUSE	Deposits-Rentals	220005	\$350.00
<b>Check Total</b>							<b>\$350.00</b>
<b>CHECK # 1143</b>							
001	11/09/23	INFRAMARK	103637	MANAGEMENT SRV OCT 2023	MGMT FEE	531150-51301	\$5,523.00
001	11/09/23	INFRAMARK	103637	MANAGEMENT SRV OCT 2023	FIELD OPS	531122-53900	\$600.00
001	11/09/23	INFRAMARK	103637	MANAGEMENT SRV OCT 2023	OROJ MGMT	531136-57201	\$15,515.00
<b>Check Total</b>							<b>\$21,638.00</b>
<b>CHECK # 1144</b>							
001	11/09/23	YELLOWSTONE LANDSCAPE	TMC 615549	NOV 2023 LANDSCAPE MAINT	Landscape Maintenance	546300-53900	\$17,171.67
<b>Check Total</b>							<b>\$17,171.67</b>
<b>CHECK # 1145</b>							
001	11/16/23	GUARDIAN PPROTECTION SERVICES INC	64573275	SEC SRVC 6/28-7/27/23	Security Services and Patrols	531116-53935	\$53.97
001	11/16/23	GUARDIAN PPROTECTION SERVICES INC	65251514	SEC SRVCS 9/28-10/27/23	Security Services and Patrols	531116-53935	\$53.97
001	11/16/23	GUARDIAN PPROTECTION SERVICES INC	65476838	SEC SRVCS 10/28-11/27/23	Security Services and Patrols	531116-53935	\$53.97
001	11/16/23	GUARDIAN PPROTECTION SERVICES INC	65024643	SEC SRVC 8/28-9/27/23	Security Services and Patrols	531116-53935	\$53.97
<b>Check Total</b>							<b>\$215.88</b>
<b>CHECK # 1146</b>							
001	11/16/23	HOWIE'S PLUMBING INC	35209558	POOL SHOWER REPAIRS	Pool Repairs	546074-57201	\$1,127.00
<b>Check Total</b>							<b>\$1,127.00</b>
<b>CHECK # 1147</b>							
001	11/16/23	INNERSYNC	21825	MONTHLY SRV NOV 23	Website Hosting, Maintenance, Backup (and Email)	534369-51301	\$128.12
<b>Check Total</b>							<b>\$128.12</b>
<b>CHECK # 1148</b>							
001	11/16/23	PINE LAKE NURSERY & LANDSCAPE, LLC	3017	MULCH INSTALL	Landscape - Mulch	546246-53900	\$3,850.00
<b>Check Total</b>							<b>\$3,850.00</b>
<b>CHECK # 1149</b>							
001	11/16/23	RIZZETTA & COMPANY, INC	INV0000081471	STAFF MILEAGE/CELL PHONE JUN 2023	Management Contract	531136-57201	\$89.30
001	11/16/23	RIZZETTA & COMPANY, INC	INV0000082353	STAFF MILEAGE/CELL PHONE JUL 2023	Management Contract	531136-57201	\$102.40
001	11/16/23	RIZZETTA & COMPANY, INC	INV0000081494	JULY 23 AMENITY MGMT & OVERSIGHT, PERSONNEL REIMB	AMENITY MGMT	531136-57201	\$1,000.00

# 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.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	11/16/23	RIZZETTA & COMPANY, INC	INV0000081494	JULY 23 AMENITY MGMT & OVERSIGHT, PERSONNEL REIMB	PERSONNEL REIMB	534425-57201	\$4,925.90
001	11/16/23	RIZZETTA & COMPANY, INC	INV0000082159	PERSONNEL REIMBURSEMENT	Employee - Clubhouse Staff	534425-57201	\$4,963.41
001	11/16/23	RIZZETTA & COMPANY, INC	INV0000082323	AUG 23 AMENITY PERSONEL/MGMNT	PERSONNEL REIMB	534425-57201	\$5,101.84
001	11/16/23	RIZZETTA & COMPANY, INC	INV0000082323	AUG 23 AMENITY PERSONEL/MGMNT	AMENITY MGMT	531136-57201	\$1,000.00
001	11/16/23	RIZZETTA & COMPANY, INC	INV0000081335	JULY 23 LANDSCAPE CONSULTING SERV	Landscape Inspection Services	531185-53900	\$800.00
001	11/16/23	RIZZETTA & COMPANY, INC	INV0000081304	JUNE 23 PERSONNEL REIMBURSEMENT	Employee - Clubhouse Staff	534425-57201	\$5,065.86
001	11/16/23	RIZZETTA & COMPANY, INC	INV0000081537	JUNE/MAY 23 LANDSCAPE CONSULTING SRVCS	Landscape Inspection Services	531185-53900	\$1,279.96
<b>Check Total</b>							<b>\$24,328.67</b>
<b>CHECK # 1150</b>							
001	11/16/23	SECURITEAM	17481	NOV 2023 MONITORING	Security Services and Patrols	531116-53935	\$450.00
<b>Check Total</b>							<b>\$450.00</b>
<b>CHECK # 1152</b>							
001	11/22/23	FITNESSMITH	SO97837	OCTANE MAX ROWER	Fitness Equipment Maintenance & Repairs	546115-57201	\$1,745.00
<b>Check Total</b>							<b>\$1,745.00</b>
<b>CHECK # 1153</b>							
001	11/22/23	LEISURE CREATIONS	00082398	FURNITURE REPAIRS	Furniture Repair/Replacement	546988-57201	\$784.19
<b>Check Total</b>							<b>\$784.19</b>
<b>CHECK # 1154</b>							
001	11/22/23	LERNER REPORTING SERV. INC.	344	3A, 3C & 2016 BONDS ANNUAL DISCLOSURE FEE	ProfServ-Dissemination Agent	531012-51301	\$5,500.00
<b>Check Total</b>							<b>\$5,500.00</b>
<b>CHECK # 1155</b>							
001	11/22/23	MARC SECURITY SERVICES	1190	SEC SVCS 11/03-11/26/23	Security Services and Patrols	531116-53935	\$2,699.20
<b>Check Total</b>							<b>\$2,699.20</b>
<b>CHECK # 1156</b>							
001	11/22/23	TAMPA BAY TIMES	0000315630	NOTICE OF RULE DEVELOPMENT	Legal Advertising	548002-51301	\$400.00
<b>Check Total</b>							<b>\$400.00</b>
<b>CHECK # 1157</b>							
001	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	11/28/23	EGIS INSURANCE ADVISORS	20287	INSURANCE RENEWAL 10/01/23-10/01/24	General Liability Insurance	545002-53900	\$3,458.00
001	11/28/23	EGIS INSURANCE ADVISORS	20287	INSURANCE RENEWAL 10/01/23-10/01/24	Property Insurance	545015-53900	\$21,378.00
<b>Check Total</b>							<b>\$27,980.00</b>
<b>CHECK # 1158</b>							
001	11/30/23	CROSSCREEK ENVIROMENTAL INC	15491	11/2023 AQUATIC MAINT	Maintenance of mitigation area ( Phase 4)	546108-53805	\$2,450.00
<b>Check Total</b>							<b>\$2,450.00</b>
<b>CHECK # 1160</b>							
001	11/30/23	INFRAMARK	104839	MANAGEMENT SRV NOV 2023	FIELD OPS	531122-53900	\$600.00
001	11/30/23	INFRAMARK	104839	MANAGEMENT SRV NOV 2023	OROJ MGMT	531136-57201	\$15,515.00
001	11/30/23	INFRAMARK	104839	MANAGEMENT SRV NOV 2023	MGMT FEE	531150-51301	\$5,523.00
<b>Check Total</b>							<b>\$21,638.00</b>
<b>CHECK # 1161</b>							
001	11/30/23	MANDY'S ELECTRIC INC	17375	FLOOD LIGHT INSTALLATION	Clubhouse Maintenance & Repair	546015-57201	\$782.00
<b>Check Total</b>							<b>\$782.00</b>
<b>CHECK # 1162</b>							
001	11/30/23	NUCCIO HEATING & AIR CONDITIONING, INC	25048	AC MAINTENANCE	Clubhouse Maintenance & Repair	546015-57201	\$394.00
<b>Check Total</b>							<b>\$394.00</b>

**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.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>CHECK # 1163</b>								
001	11/30/23	PERSSON, COHEN, MOONEY,	4352	LEGAL SERVICE 10/2-10/27	District attorney services	531146-51401	\$1,681.50	
							<b>Check Total</b>	<b>\$1,681.50</b>
<b>CHECK # 1164</b>								
001	11/30/23	RIZZETTA & COMPANY, INC	INV0000082982	PERSONNEL REIMB 08/23	Management Contract	531136-57201	\$4,844.29	
001	11/30/23	RIZZETTA & COMPANY, INC	INV0000083298	09/2023 PERSONNEL REIMBURSEMENT	PERSONNEL REIMB	531136-57201	\$5,241.54	
							<b>Check Total</b>	<b>\$10,085.83</b>
<b>CHECK # 1165</b>								
001	11/29/23	FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY	88713	FY24 DISTRICT FILING FEES	Dues, Licenses & Fees	554020-51301	\$175.00	
							<b>Check Total</b>	<b>\$175.00</b>
<b>CHECK # DD1082</b>								
001	11/30/23	ORLANDO O. ECHEVARRIA - EFT	111423-BP	BOARD MEETING 11/14/23	Supervisor Fees	511001-51301	\$200.00	
							<b>Check Total</b>	<b>\$200.00</b>
							<b>Fund Total</b>	<b>\$160,439.25</b>

**RESERVE FUND - 002**

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

<b>Total Checks Paid</b>	<b>\$171,589.25</b>
--------------------------	---------------------

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>
<b><u>CDD Activities</u></b>				
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				
<b>INVOICE TOTAL</b>	<b>11.00</b>			<b>\$1,975.00</b>

---



# 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
<b>TOTAL USD</b>				<b>2,694.00</b>

**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-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
			<b>TOTAL USD</b>	<b>420.00</b>

**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/>	
<b>TOTAL USD</b>	<b>4,814.19</b>

**Due Date: Nov 26, 2023**



[View and pay online now](#)

**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  
Cancelled

10-3-23  
Refunded  
Submitted

813-278-2470

Renter's Name: Ashley Ruiz

Address: 14812 Opal Ridge PL

Phone Number: 813-~~XXXXXXXXXX~~

E-mail: ashleyruiz94@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: kuumbabooksandcafe.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

**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**

11/30/2023

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
<b>Subtotal</b>					<b>21,638.00</b>

<b>Subtotal</b>	\$21,638.00
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$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](mailto: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
<b>Invoice Total</b>	<b>53.97</b>



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
<b>Invoice Total</b>	<b>53.97</b>



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

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.
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
<b>Invoice Total</b>	<b>53.97</b>



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	<p>The pool shower does not have a working water line. There had been a previous break that is believed to be capped off.</p> <p>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 &amp; will get further approval as necessary to restore water to the pool shower.</p> <p>Price includes investigative labor. Does not include any unforeseen circumstances or landscaping.</p>	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.

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.

10/27/2023



  
P.O. Box 18723  
Fairfield, OH 45018-0723

Your Website powered by  
  
and 

# 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
<hr/>	
Monthly service	BALANCE DUE
	<b>\$128.12</b>



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
			<b>\$3,850.00</b>	<b>\$0.00</b>	<b>\$3,850.00</b>
	<i>Mulch Install</i>		<i>\$3,850.00</i>	<i>\$0.00</i>	<i>\$3,850.00</i>
	<b>Total</b>		<b>\$3,850.00</b>	<b>\$0.00</b>	<b>\$3,850.00</b>

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
6/30/2023	INV0000081471

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

<b>Services for the month of</b>	<b>Terms</b>	<b>Client Number</b>
June	Upon Receipt	00049

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

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
7/31/2023	INV0000082353

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

<b>Services for the month of</b>	<b>Terms</b>	<b>Client Number</b>
July	Upon Receipt	00049

<b>Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
Cell Phone	50.00	\$1.00	\$50.00
Auto Mileage & Travel	52.40	\$1.00	\$52.40

<b>Subtotal</b>	\$102.40
<b>Total</b>	\$102.40

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
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	
<b>Subtotal</b>			\$5,925.90	
<b>Total</b>			\$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
<b>Subtotal</b>			\$4,963.41
<b>Total</b>			\$4,963.41

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
8/4/2023	INV0000082323

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

<b>Services for the month of</b>	<b>Terms</b>	<b>Client Number</b>
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
<b>Subtotal</b>			\$6,101.84
<b>Total</b>			\$6,101.84

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
7/1/2023	INV0000081335

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

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



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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
6/23/2023	INV0000081304

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

<b>Services for the month of</b>	<b>Terms</b>	<b>Client Number</b>
June	Upon Receipt	00049

Description	Qty	Rate	Amount
Personnel Reimbursement	1.00	\$5,065.86	\$5,065.86
<b>Subtotal</b>			\$5,065.86
<b>Total</b>			\$5,065.86

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
6/1/2023	INV0000081537

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

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

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
6/30/2023	INV0000081471

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

<b>Services for the month of</b>	<b>Terms</b>	<b>Client Number</b>
June	Upon Receipt	00049

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

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
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	
<b>Subtotal</b>			\$5,925.90	
<b>Total</b>			\$5,925.90	

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
7/1/2023	INV0000081335

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

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

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
7/21/2023	INV0000082159

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

<b>Services for the month of</b>	<b>Terms</b>	<b>Client Number</b>
July	Upon Receipt	00049

Description	Qty	Rate	Amount
Personnel Reimbursement	1.00	\$4,963.41	\$4,963.41
<b>Subtotal</b>			\$4,963.41
<b>Total</b>			\$4,963.41

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
8/4/2023	INV0000082323

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

<b>Services for the month of</b>	<b>Terms</b>	<b>Client Number</b>
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
<b>Subtotal</b>			\$6,101.84
<b>Total</b>			\$6,101.84

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
7/31/2023	INV0000082353

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

<b>Services for the month of</b>	<b>Terms</b>	<b>Client Number</b>
July	Upon Receipt	00049

<b>Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
Cell Phone	50.00	\$1.00	\$50.00
Auto Mileage & Travel	52.40	\$1.00	\$52.40

<b>Subtotal</b>	\$102.40
<b>Total</b>	\$102.40





A Security & Technology Company

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

# Invoice

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

<b>Installation Address</b>
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

<b>Subtotal</b>	\$450.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$450.00
<b>Balance Due</b>	\$450.00



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	<b>EQ:OC:100877 OCTANE-ROW</b> OCTANE MAX ROWER	\$1,395.00	\$1,395.00
1	<b>SHIPPING - EQUIPMENT SHIPPING - EQUIPMENT NEW SALES</b> SHIPPING CHARGES - EQUIPMENT	\$200.00	\$200.00
1	<b>INSTALLATION INSTALLATION</b> 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

<b>Subtotal:</b>	\$1,745.00
<b>Tax:</b>	\$0.00
<b>Total</b>	\$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

<b>Total</b>	\$5,500.00
--------------	------------

*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
<b>TOTAL DUE</b>					<b>\$2,699.20</b>



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

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

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

#### ADVERTISING INVOICE

Thank you for your business.

**DO NOT SEND CASH BY MAIL**

PLEASE MAKE CHECK PAYBLE TO: TIMES PUBLISHING COMPANY

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

REMIT TO:

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



# INVOICE

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

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

Payment Information	
<b>Invoice Summary</b>	\$ 27,980.00
<b>Payment Amount</b>	
<b>Payment for</b>	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

<b>Total</b>
\$ 27,980.00

Thank You

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

<b>Remit Payment To</b> Egis Insurance Advisors	(321)233-9939	<b>Date</b>
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	<b>Subtotal</b>	\$2,450.00
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$2,450.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$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
<b>Subtotal</b>					<b>21,638.00</b>

<b>Subtotal</b>	\$21,638.00
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$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**



# Invoice

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


<b>DATE</b>	07/07/2023
<b>INVOICE#</b>	25048
<b>TERMS</b>	Cash On Delivery
<b>DUE DATE</b>	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><b>Completion Notes: ***NO REFUNDS ON ELECTRICAL PARTS; CREDIT ONLY***</b></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
<b>Job Subtotal</b>			<b>\$394.00</b>
<b>Job Total</b>			<b>\$394.00</b>

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!

<b>Invoice Total:</b>	<b>\$394.00</b>
<b>Deposits (-):</b>	<b>\$0.00</b>
<b>Payments (-):</b>	<b>\$0.00</b>
<b>Total Due:</b>	<b>\$394.00</b>



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	<b>Total Amount Outstanding</b>
( \$0.00	+ \$1,681.50	) - ( \$0.00	= <b>\$1,681.50</b>

## 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
<b>Outstanding Balance</b>				<b>\$1,681.50</b>
<b>Total Amount Outstanding</b>				<b>\$1,681.50</b>

*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
---

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

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

**Invoice**

<b>Date</b>	<b>Invoice #</b>
9/1/2023	INV0000083298

**Bill To:**

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
---

<b>Services for the month of</b>		<b>Terms</b>	<b>Client Number</b>	
September		Upon Receipt	00049	
<b>Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>	
Personnel Reimbursement	1.00	\$5,241.54	\$5,241.54	
		<b>Subtotal</b>	\$5,241.54	
		<b>Total</b>	\$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

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

**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](http://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](mailto: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