



Highland Lakes Reserve

HLR Board of Directors Meeting

July 31, 2018

3:30pm at Marmer Construction

Agenda

Call to Order

Review and Approve Minutes from 6/26/18

Review Financials

Old Business

- Lot 001
- Internet update
- Tree trimming
- HWY 66 cleanup and lighting
- Sign update

New Business

- 2019 Budget

Adjourn





JOHN C. SHOOP, MAYOR

COUNCIL:

CHARLIE LOWRANCE, PRESIDENT

TOM DETTMAN, PRO TEMPORE

LENARD CARLISLE

SCOTT STANLEY

MARK STEWART

368 SO. COMMERCE AVE.

SEBRING, FL 33870

(863) 471-5100

(863) 471-5142(FAX)

KATHY HALEY, CMC

CITY CLERK/TREASURER

SCOTT NOETHLICH

CITY ADMINISTRATOR

PENNY ROBINSON, CGFO

FINANCE DIRECTOR

Via Email: Eduardo.tkacz@gmail.com

May 16, 2018

Mr. Eduardo Tkacz
20137 NE 16 Place
Miami, FL 33179

RE: Property owned by Arorga, LLC located in Highlands Lake Reserve/
Property Owners Association

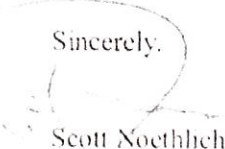
Dear Mr. Tkacz:

Please be informed that the Sebring City Council at their May 15, 2018 meeting voted to authorize City staff to write this letter concerning the above referenced property. Specifically, the City Council has no objection for your property to be removed from the Highlands Lake Preserve Property Owners Association.

Should you have any questions please contact me or Assistant City Administrator, Bob Hoffman.

Thank you.

Sincerely,


Scott Noethlich
City Administrator

BSN:rp

cc: Kathy Haley
Lee Tolar



Eduardo Tkacz <eduardo.tkacz@gmail.com>

Project Name: Highland Lakes Reserve - Permit No.: 43021800.004 - Compliance No.: 368769

1 message

Paul Tanke <Paul.Tanke@swfwmd.state.fl.us>
To: "eduardo.tkacz@gmail.com" <eduardo.tkacz@gmail.com>
Cc: Paul Tanke <Paul.Tanke@swfwmd.state.fl.us>

Wed, Apr 4, 2018 at 11:14 AM

Mr. Tkacz,

The Southwest Florida Water Management District (the District) is currently in the process of obtaining the final documents from the developer for Highland Lakes Reserve to transfer their permit from a "Construction permit" into an "Operation permit".

The Statement of Completion and as-built drawings to be submitted by the developer's engineer will need to show that your property is no longer included in the permitted project area and that the permitted and constructed stormwater management system operates independently without your property. This should be easy to demonstrate since your property is divided from the remainder of the project area by Wolf Creek.

With that in mind, it is acceptable to the District that your property be excluded from the property owners' association since your property does not appear to receive any benefit from or provide any benefit to the permitted stormwater management system.

Feel free to contact me if you have any additional questions.

Paul D. Tanke, P.E.
Senior Professional Engineer
Environmental Resource Permit Bureau
Regulation Division
Southwest Florida Water Management District
(863) 534-1448, Ext. 6123
(800) 492-7862, Ext. 6123 (Florida only)
paul.tanke@watermatters.org

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Highland Lakes Reserve

HLR Board of Directors Meeting
June 26, 2018
3:30pm at Marmer Construction

Minutes

Board Members Present: Marty Wohl, Bill Lanzisera, Kevin Bock, Dusty Johnson, Rebecca Benevides
CAMs Present: Linda Boring, Johanna Johnston

Call to Order - Marty called the meeting to order 3:29pm

Raymond McIntyre addressed the Board. An employee of his office gave out the gate code belonging to the appraiser's office to a friend who entered HLR with a boat with plans to launch it on HLR property. Mr. McIntyre apologized to the Board and advised that the employee was on administrative leave and was considering terminating employment. The consensus of the Board was that he should not lose his job. Mr. McIntyre advised that he may have the employee write a letter of apology to the Board.

Review and Approve Minutes from 5/23/18 - Dusty motioned to approve. Kevin seconded. Motion passed unanimously.

Review Financials - Linda presented the aging summary. Rebecca questioned the mowing receivables, Linda will forward a backup of the QB for her to review. It may be due to the fact that 5 mowings have been billed but we've only paid JNT for one mowing. Aged receivables is primarily comprised of the new mowing bill that went out. Linda will turn over the lots that are in default to the Attorney. Dusty motioned to approve financials. Kevin seconded motion approved unanimously.

Old Business

- Update on Robin Gibson - no discussion
- Internet update - Rapid provided an estimate for wireless hardware for internet services. The estimate came at \$43,979.13. The estimate did not include the concrete posts or installation. Linda and Marty are working on getting estimates for that. They still do not have the information to provide a fiber quote, Linda will follow up. Dusty recommended we ask Rapid Systems to draft the contract for Board review for installation of wireless hardware for internet services with costs of maintenance being the responsibility of Rapid Systems.
- Signs - Iron Horse Specialties submitted a proposal for street signs and posts installed at \$403.13 per street sign post. Dusty made a motion to use JNT Mowing for the installation of the wooden post and Iron Horse for the manufacturing of the street signs. Kevin seconded. Marty asked where





the funds would come from. Linda advised it could come from Repairs Common Area. Motion passed unanimously. Marty asked Linda to remind Jimmy to “call and locate” before installing.

New Business

- Tree trimming - Linda compiled three bids for tree trimming. Tillman Tree Service, Edgewood Landscape, Crosson Payne. Dusty made a motion to award Edgewood the contract but ask if they will match Tillman’s bid of \$3,500. Seconded by Bill. Motion passed unanimously.
- HWY 66 cleanup and lighting - Edgewood submitted a bid to cleanup and install lighting at HWY 66 for \$40,265. Linda will clarify certain items on the bid and come back to the Board.
- Irrigation for the boat ramp - Edgewood submitted a bid for installing irrigation at the boat ramp for \$9,030. Electrical service would need established in order to install irrigation. No action taken at this time.

Adjourn - Meeting adjourned at 4:58.



Highland Lakes Reserve POA, Inc
Balance Sheet
As of July 31, 2018

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Cable Contingency	200,478.61
HLR POA-HNB Checking	171,876.02
Total Checking/Savings	372,354.63
Accounts Receivable	
Accounts Receivable	4,999.68
Total Accounts Receivable	4,999.68
Other Current Assets	
Due from Owners - Mowing Costs	-17,270.00
Inventory Asset	
Gate Remotes	220.00
Total Inventory Asset	220.00
Total Other Current Assets	-17,050.00
Total Current Assets	360,304.31
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	9,000.00
TOTAL ASSETS	369,304.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	4,000.00
Debris Deposits	4,000.00
Total Other Current Liabilities	8,000.00
Total Current Liabilities	8,000.00
Total Liabilities	8,000.00
Equity	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unappropriated	261,421.27
Net Income	99,883.04
Total Equity	361,304.31
TOTAL LIABILITIES & EQUITY	369,304.31

Highland Lakes Reserve POA, Inc Profit & Loss Budget Performance January through June 2018

	Jan - Jun 18	Budget	Jan - Jun 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Annual Dues	243,503.33	0.00	243,503.33	0.00	237,000.00
Interest Income	519.10		519.10		
Other income					
Estoppel Fees	600.00		600.00		
Funds from 2017	0.00	0.00	0.00	0.00	55,000.00
Plan and Specification Review	4,500.00	0.00	4,500.00	0.00	3,000.00
Other income - Other	2,571.34	0.00	2,571.34	0.00	0.00
Total Other income	7,671.34	0.00	7,671.34	0.00	58,000.00
Total Income	251,693.77	0.00	251,693.77	0.00	295,000.00
Gross Profit	251,693.77	0.00	251,693.77	0.00	295,000.00
Expense					
Administrative/ Management	4,763.40	0.00	4,763.40	0.00	7,800.00
Annual Owners Meeting Expense	42.92	0.00	42.92	0.00	250.00
Annual Reports	61.25	70.00	61.25	70.00	70.00
Attorney Fees	7,798.45	0.00	7,798.45	0.00	12,956.00
Bank Service Charges	10.00	0.00	10.00	0.00	0.00
Cable Infrastructure	0.00	0.00	0.00	0.00	39,100.00
Computer and Internet Expenses	869.31	0.00	869.31	0.00	600.00
Copy and Reproduction Costs	43.14	0.00	43.14	0.00	120.00
Insurance Expense	2,616.83	0.00	2,616.83	0.00	3,000.00
Miscellaneous Repairs	325.13	0.00	325.13	0.00	0.00
Office Supplies	53.00	0.00	53.00	0.00	300.00
Postage and Delivery	124.34	0.00	124.34	0.00	250.00
Professional Fees	350.00	0.00	350.00	0.00	2,500.00
Repairs and Maintenance					
Common Area Mowing					
Boat ramp/park	4,800.00	0.00	4,800.00	0.00	9,600.00
Ponds/Eagles Nest	1,770.00	0.00	1,770.00	0.00	10,620.00
Total Common Area Mowing	6,570.00	0.00	6,570.00	0.00	20,220.00
Entrance Gates	1,287.00	0.00	1,287.00	0.00	5,000.00
Entrance/Hwy 66/Maintenance	15,780.10	0.00	15,780.10	0.00	10,200.00
Entrance/Sparta/Maintenance	13,911.70	0.00	13,911.70	0.00	18,600.00
Entry Sparta/Repair and Replace					
Entry/Sparta Rd Sod	0.00	0.00	0.00	0.00	13,000.00
Entry Sparta/Repair and Replace - Other	85,618.00	0.00	85,618.00	0.00	84,134.00
Total Entry Sparta/Repair and Replace	85,618.00	0.00	85,618.00	0.00	97,134.00
Entry/Hwy 66 Repair and Replace					
Fence Line Vegetation	0.00	0.00	0.00	0.00	15,000.00
Fencing	800.00	0.00	800.00	0.00	1,400.00
Landscaping/Irrigation	0.00	0.00	0.00	0.00	4,000.00
Lot Mowing	451.29	0.00	451.29	0.00	0.00
Pond Maintenance	45.00	0.00	45.00	0.00	2,500.00
Repairs Common Area	6,959.48	0.00	6,959.48	0.00	30,000.00
Repairs and Maintenance - Other	148.25	0.00	148.25	0.00	12,000.00
Total Repairs and Maintenance	430.00	0.00	430.00	0.00	0.00
Total Repairs and Maintenance	132,000.82	0.00	132,000.82	0.00	216,054.00

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance
January through June 2018

	Jan - Jun 18	Budget	Jan - Jun 18	YTD Budget	Annual Budget
Supplies	0.00	0.00	0.00	0.00	3,000.00
Telephone Expense	1,412.01	0.00	1,412.01	0.00	3,000.00
Utilities	2,177.00	0.00	2,177.00	0.00	6,000.00
Total Expense	152,647.60	70.00	152,647.60	70.00	295,000.00
Net Ordinary Income	99,046.17	-70.00	99,046.17	-70.00	0.00
Net Income	99,046.17	-70.00	99,046.17	-70.00	0.00



1211 N Westshore Blvd., Ste. 711
Tampa, Florida 33607

Quotation for Wireless Hardware

Sales Representative	Date	Quote Number
	6/20/2018	30499

Bill To
Highland Lakes Reserve aka Just Rentals 811 US Hwy 27 South Sebring, FL 33870

Site Location
Highland Lakes Reserve aka Just Rentals 811 US Hwy 27 South Sebring, FL 33870

1 Licensed Link 11 GHz Backhaul Pair	1		8,900.00	8,900.00T
FCC Study, Application and filings	2		1,320.00	2,640.00
Solar Array and Battery Kit	2		3,400.00	6,800.00T
60 GHz Link between Poles	1		2,980.00	2,980.00T
Hardened Switches	2		630.00	1,260.00T
Cambium 450 AP	6		2,907.45	17,444.70T
Cables, Surges and Surpressers	1		1,250.00	1,250.00T
Sales Tax			7.00%	2,704.43

	TOTAL	\$43,979.13
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**This form must be faxed back before an installation can be scheduled. Please fax to 813-441-8515.
An Authorized Signature below indicates acceptance of all terms.**

Thank you for allowing Rapid Systems to provide you with this quote. Quotes are valid for 30 days. Price & Availability are subject to change. This quote may not include sales tax or shipping fees.

All labor is warrantee for 90 Days. All equipment sold carries the manufacturers warrantee.

The labor in this quote is a best estimate. Rapid Systems bills for time spent at a one hour minimum.

Authorized Signature _____ Title _____

Phone #	Fax #	Web Site
813-232-4887	813-441-8515	http://www.rapidsys.com

"Building Better Infrastructure"



Linda Boring

From: Dustin Jurman <dustin@rseng.net>
Sent: Tuesday, July 17, 2018 9:15 AM
To: Linda Boring
Subject: RE: UPDATE ON CABLE INSTALL

Hi Linda,

Below is the budget for fiber installation

Fiber Budget

	QTY	Cost	Ext
Cost to bury fiber	5	\$ 10,000.00	\$ 50,000.00
Optic Accessories	100	\$ 245.00	\$ 24,500.00
Fiber Plant Accessories	40	\$ 1,150.00	\$ 46,000.00
Splicing / testing / Certification	1	\$ 15,000.00	\$ 15,000.00
Contractor expenses	1	\$ 25,000.00	\$ 25,000.00
			\$ 160,500.00

Denise please send Linda a copy of one of the Park contracts so they can take a look at it and mark it up.

Dustin

Dustin Jurman
CEO
Rapid Systems Corporation
1211 N. West Shore Blvd. Suite 711
Tampa, FL 33607
Ph: 813-232-4887
Cell: 813-892-7006
<http://www.rapidsys.com>

From: Linda Boring <linda@lindaboring.net>
Sent: Tuesday, July 10, 2018 3:16 PM
To: Dustin Jurman <dustin@rseng.net>
Subject: UPDATE ON CABLE INSTALL

We are scheduling a meeting and I would like to provide board with a price for fiber and get a copy of contract. Can you estimate when I might have that? Linda

Linda Boring, CAM
Broker Manager
863-381-4025, Cell



811 US Hwy 27 South
Sebring, FL 33870

IN KIND AGREEMENT

This agreement made and entered into as of this _____ day of _____, 2018 by and between _____, (hereafter referred to as _____) and Rapid Systems doing business as Rapid Systems Inc., (hereafter referred to as "Rapid Systems") organized and existing under the laws of the State of Florida.

WITNESSETH:

WHEREAS, _____ owns a desirable community site located at _____; and

WHEREAS, Rapid Systems desires to provide last mile service to the community residents via WIFI; and

WHEREAS, _____ desires to be provided with wireless internet broadband service, and in consideration of the provisions, terms, conditions and covenants contained herein, _____ and Rapid Systems do mutually covenant and agree as follows:

CONSIDERATION

Consideration from _____ does convey use, electrical service, egress and ingress, and space on the poles and structures described by the address above.

Consideration from Rapid Systems does convey wireless internet broadband service to the facilities located at the above described address at 10 MB/S download and 2 MB/S upload.

1. Title and Quiet Possession. _____ represents and agrees (a) that it is the owner of the site, (b) that it has the right to enter into this agreement, (c) that the person signing this agreement has the authority to sign, (d) that Rapid Systems is entitled to access the site, including inside any security fence or area, at all times throughout the terms of the agreement so long as Rapid Systems is not in default of this agreement.
2. Commencement Date / Termination. This In Kind agreement shall commence upon the date of execution by both parties, and shall terminate three (3) years after the date of -execution ("Annual Termination Date"), unless allowed to renew as provided herein. Either party may terminate this lease upon three (3) months notice without liability for further rent or damages at any time after an initial term of three (3) years by giving notice at least three (3) months prior to the Annual Termination Date. If such termination notice is not received, this lease shall automatically renew for an unlimited number of terms. Unless notified otherwise in writing by _____, upon termination, Rapid Systems shall, within three (3) months after the termination date, remove all Wireless

Broadband Facilities so that the Property is returned to the condition it was in on the date of execution of this Agreement.

3. Equipment. Rapid Systems will install the following equipment or similar: up to ____ high capacity access points distributed throughout the community. Electrical consumption per access point is nominal and is comparable to a light bulb (7.5W).
4. Coverage. Product Service and Package Options. Rapid Systems will provide the following for the park at a 90% or better ubiquitous coverage: Mbps Down / 1 Mbps up, \$39.95 - 10 Mbps Down / 2 Mbps up. The system will support IPAD's, Tablets, computers and laptops with a standard WIFI card. Purchase will be for 2 devices; first device is identified when the customer chooses the package, if they choose to use a second device, they will need to provide the MAC address to the help desk for it to be added to the account. Minimum Computer configuration of Windows XP or Higher, Apple OSX or higher operating system. No data limits. Ability to attach to the system like any WIFI system.
5. Response. Rapid Systems will provide the following response: Total Outage (Within 4 hours), Access point or Infrastructure down (Next Business Day), Customer Outage (Within 48 hours) initiated through our help desk at (863) 448-9297.
6. Maintenance of Area. Rapid Systems shall exercise special precaution to avoid damaging the facilities of _____, and Rapid Systems hereby assumes all responsibility for any and all loss or such damage created by Rapid Systems, its employees or agents. Rapid Systems agrees to make an immediate report to _____ of any installation and maintenance of Rapid Systems' facilities. _____ shall not move, disconnect or adjust, in any way, Rapid Systems' equipment without the supervision of a Rapid Systems representative on site. Rapid Systems acknowledges and agrees that it shall be responsible for moving or protecting its equipment during any repairs or renovations to the site and _____ shall incur no liability to Rapid Systems for any injury, expense, or claim incurred by Rapid Systems during any such repair or renovation.
7. Indemnity. Rapid Systems' Contractor or assignee shall carry insurance to indemnify, protect, and save harmless _____ from any and all claims and demands for damages to property and injury to or death of persons, including payments made under any Workers' Compensation Laws, or under any plan for employee's disability and death benefits which may arise out of or be caused by the erection, maintenance, presence, use or removal of Rapid Systems antennas, cable, equipment and necessary appurtenances at the tower site. Rapid Systems shall also indemnify, protect, and save harmless _____ from any and all claims and demands of whatsoever kind which may arise directly or indirectly from the operations of Rapid Systems' facilities, including but not limited to taxes, special charges by others, claims and demands for damages or less for infringement of copyrights, libel and slander, unauthorized use of frequencies, etc.

Hazardous Substance. Rapid Systems shall not introduce or use any such substance on the site in violation of any applicable law. Rapid Systems agrees to hold _____ harmless of any interruption of service or possible damage of their equipment during this process.

9. Miscellaneous. (a) This agreement applies to and binds the heirs, successors, executors, administrators and assigns of the parties to this agreement; (b) this agreement is governed by the laws of the State of Florida; (c) this agreement constitutes the entire agreement between the parties and supersedes all prior written and verbal agreements, representations, promises or understandings between the parties. Any amendments to this agreement must be in writing and executed by both parties; (d) if any provision of this agreement is invalid or unenforceable with respect to any party, the remainder of this agreement or the application of such provision to persons other than those as to whom it is held invalid or unenforceable will not be affected and each provision of this agreement will be valid and enforceable to the fullest extent permitted by law; (e) the _____ will have the opportunity to inspect and authorize installation of the specific equipment.

By: _____

Date: _____

Witness: _____

By: _____

Date: _____

Witness: _____



P. O. BOX 742
 AVON PARK, FL 33826

Estimate

Date	Estimate #
6/20/2018	0618-106

Billing Address

Highland Lakes Reserve
 c/o Just Rentals
 811 HWY 27 S
 Sebring, FL 33870

66 Entrance Renovations

0618-106

Qty	Description	Rate	Total
80	Labor and equipment to remove unwanted landscape material, labor to trim existing material that is to be kept, labor to thin existing landscape, labor to grade beds as necessary	35.00	2,800.00
80	Cubic yards of debris hauled and disposed	20.00	1,600.00
1	Bore Installations	1,800.00	1,800.00
1	Irrigation Material to Add irrigation from northern limits of irrigation to pump station and alter as necessary for new landscape in entry	1,450.00	1,450.00
1	Labor for irrigation installation from northern limits of irrigation to the pump station and alter as necessary for new landscape in entry	2,900.00	2,900.00
5	Field Grown - 6-8" Caliper Oaks for Replacement Trees from Hurricane	950.00	4,750.00
1	Landscape Material to install VE landscape similar to Sparta entrance keeping anchor trees and plants - See Plan for Location Details and Selections	6,400.00	6,400.00
1	Labor and Equipment for Landscape and Mulch Installation	3,200.00	3,200.00
40	LED Lighting Fixtures - Transformer, wire, fixture and Installation - See Plan for Yellow Highlighted Light locations	400.00	16,000.00
1	Irrigation Material for 3 Additional Zones of rotors on the top of the berm on 66	1,765.00	1,765.00
1	Labor for installation of 3 Additional Zones of rotors on the top of the berm on 66	2,350.00	2,350.00
Phone #	Fax #	E-mail	Total \$45,015.00
863-453-7300	Fax 863-452-6700	info@edgewoodfl.com	

Please visit our website to see our services that include, maintenance, irrigation, landscape, pest, tree, and hardscape.