



Highland Lakes Reserve

HLR Board of Directors Meeting
September 11, 2018
3:30pm at Marmer Construction

Agenda

Call to Order

Review and Approve Minutes from 7/31/18

Review Financials

Old Business

- Internet update
- Tree trimming
- HWY 66 cleanup and lighting

New Business

- Recommendations on fencing
- 2019 Budget

Adjourn





Highland Lakes Reserve

HLR Board of Directors Meeting

July 31, 2018

3:30pm at Marmer Construction

Agenda

Board Members Present: Marty Wohl, Bill Lanzisera, Dusty Johnson, Rebecca Benevides, Kevin Bock

CAMs Present: Linda Boring, Johanna Johnston

Members Present: Eduardo Tkacz

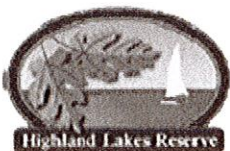
Call to Order: Marty called the meeting to order 3:27pm.

Review and Approve Minutes from 6/26/18 - Motion to approve the minutes by Dusty, Kevin seconded. Motion passed unanimously.

Review Financials - Rebecca noted that on the P & L it notes funds from 2017 and she believes it does not belong on the P & L anymore. Linda noted that it is a budgeted item and if the budget is amended it needs to be sent to the membership. It will be tabled for now and then review again when budgeting for 2019. There are several items over budget. Linda will send out the line items and the board can review where to move some of those expenses. Rebecca also noted the separate savings account is not showing up on the balance sheet. Dusty motioned to accept the financials pending changes noted by Rebecca, seconded by Bill. Motion approved unanimously.

Old Business

- Lot 001 - Mr. Tkacz presented two letters one from the City of Sebring and one from Southwest Florida Water Management District advising that they have no objections from lot 001 deannexation from the Association. Marty noted that there is a wildlife preserve in the middle of his lot that is attached to the Associations master permit. Marty advised that the Attorney recommends against deannexation due to the tie to the permit unless Mr. Tkacz from Fish and Wildlife releasing that lot from the Association's permit. Marty also advised that the membership would need vote to approve the deannexation as well which would require either a special meeting or to be added to the annual meeting





agenda. Dusty made a motion to add the deannexation of lot 001 to the annual meeting agenda for the members to vote and the deannexation would be contingent upon a $\frac{2}{3}$ majority vote and a release from all applicable permits and all associated legal costs would be paid for by Mr. Tkacz. Kevin seconded. Two opposed three in favor, motion passed.

- Internet update - Rapid submitted an estimate for running fiber to homes for \$160,500. Additionally the pole would cost \$6,000, \$10,000-\$15,000 for survey. The previous bid for doing fiberless with two towers would be up to \$60,000. Dusty will review the draft contract and send in his suggestions. Marty will have the attorney review it as well. Dusty made a motion to accept the bid for wireless rapid systems for up to \$60,000 subject to a final approval of contract with Rapid Systems. Kevin seconded. Motion passed unanimously.
- Tree trimming - Edgewood agreed to lower their tree trimming bid to \$3,500 if the cleanup and lighting bid is accepted.
- HWY 66 cleanup and lighting - Edgewood revised their bid to be \$44,925. Dusty made a motion to accept the bid from Edgewood Landscaping for the Highway 66 cleanup and lighting for \$44,925 seconded by Rebecca. Motion passed unanimously.
- Sign update - Jimmy is working on a final quote for the poles because he has to get a separate price on doing the ridges at the top.

New Business

- 2019 Budget - tabled till next meeting
- Fencing - Jimmy will be providing a price on fencing.
- Letter of apology - Linda presented a letter of apology from the employee of the county appraiser's office to the board for giving his friend the appraiser's gate code.

Adjourn - Meeting adjourned at 5:12



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

	<u>Aug 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Cable Contingency	200,657.00
HLR POA-HNB Checking	168,484.03
Mid Florida Savings	100.00
Total Checking/Savings	<u>369,241.03</u>
Accounts Receivable	
Accounts Receivable	2,515.12
Total Accounts Receivable	<u>2,515.12</u>
Other Current Assets	
Due from Owners - Mowing Costs	-10,250.00
Inventory Asset	
Gate Remotes	150.00
Total Inventory Asset	<u>150.00</u>
Total Other Current Assets	<u>-10,100.00</u>
Total Current Assets	<u>361,656.15</u>
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	<u>9,000.00</u>
TOTAL ASSETS	<u><u>370,656.15</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	3,000.00
Debris Deposits	3,000.00
Total Other Current Liabilities	<u>6,000.00</u>
Total Current Liabilities	<u>6,000.00</u>
Total Liabilities	6,000.00
Equity	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unappropriated	262,411.27
Net Income	102,244.88
Total Equity	<u>364,656.15</u>
TOTAL LIABILITIES & EQUITY	<u><u>370,656.15</u></u>

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance
August 2018

	Aug 18	Budget	Jan - Aug 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Annual Dues	7,924.37	0.00	254,987.94	0.00	237,000.00
Interest Income	89.23		697.49		
Other Income					
Estoppel Fees	150.00		825.00		
Funds from 2017	0.00	0.00	0.00	0.00	55,000.00
Plan and Specification Review	0.00	0.00	4,500.00	0.00	3,000.00
Other income - Other	806.96	0.00	3,453.30	0.00	0.00
Total Other income	956.96	0.00	8,778.30	0.00	58,000.00
Total Income	8,970.56	0.00	284,463.73	0.00	295,000.00
Gross Profit	8,970.56	0.00	284,463.73	0.00	295,000.00
Expense					
Administrative/ Management	650.00		6,063.40		7,800.00
Annual Owners Meeting Expense	0.00		42.92		250.00
Annual Reports	0.00		61.25	70.00	70.00
Attorney Fees	-348.84		7,449.61		12,956.00
Bad Debt Expense	0.00		0.00		0.00
Bank Service Charges	0.00		0.00		0.00
Cable Infrastructure	0.00		0.00		39,100.00
Computer and Internet Expenses	0.00		869.31		600.00
Copy and Reproduction Costs	0.00		43.14		120.00
Insurance Expense	0.00		2,616.83		3,000.00
Mileage Reimbursement	0.00		0.00		0.00
Miscellaneous Repairs	0.00		0.00		0.00
Office Supplies	0.00		53.00		300.00
Postage and Delivery	0.00		124.34		250.00
Professional Fees	0.00		350.00		2,500.00
Repairs and Maintenance	0.00				
Common Area Mowing					
Boat ramp/park	800.00	0.00	6,400.00	0.00	9,600.00
Ponds/Eagles Nest	0.00	0.00	3,495.00	0.00	10,620.00
Common Area Mowing - Other	0.00	0.00	0.00	0.00	0.00
Total Common Area Mowing	800.00	0.00	9,895.00	0.00	20,220.00
Entrance Gates	0.00	0.00	1,287.00	0.00	5,000.00
Entrance/Hwy 66/Maintenance	850.00	0.00	11,750.00	0.00	10,200.00
Entrance/Sparta/Maintenance	1,550.00	0.00	17,595.04	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	0.00	0.00	85,618.00	0.00	84,134.00
Total Entry Sparta/Repair and Replace	0.00	0.00	85,618.00	0.00	97,134.00

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance
August 2018

	Aug 18	Budget	Jan - Aug 18	YTD Budget	Annual Budget
Entry/Hwy 66 Repair and Replace	0.00	0.00	0.00	0.00	15,000.00
Fence Line Vegetation	0.00	0.00	1,400.00	0.00	1,400.00
Fencing	0.00	0.00	0.00	0.00	4,000.00
Landscaping/Irrigation	0.00	0.00	0.00	0.00	0.00
Lot Mowing	0.00	0.00	0.00	0.00	2,500.00
Pest Control	0.00	0.00	0.00	0.00	0.00
Pond Maintenance	3,479.74	0.00	10,439.22	0.00	30,000.00
Repairs Common Area	0.00	0.00	1,633.48	0.00	12,000.00
Repairs and Maintenance - Other	0.00	0.00	0.00	0.00	0.00
Total Repairs and Maintenance	6,679.74	0.00	139,617.74	0.00	216,054.00
Supplies	0.00	0.00	10.00	0.00	3,000.00
Telephone Expense	242.98	0.00	1,887.31	0.00	3,000.00
Utilities	419.00	0.00	3,030.00	0.00	6,000.00
Total Expense	7,642.88	0.00	162,218.85	70.00	295,000.00
Net Ordinary Income	1,327.68	0.00	102,244.88	-70.00	0.00
Net Income	1,327.68	0.00	102,244.88	-70.00	0.00

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 wireless;
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 purchase of Solar Array and Tower for Licensed Backhaul purposes and 24x7 use, electrical service, egress and ingress, and space on both towers or poles by the address above.

Consideration from Rapid Systems does convey wireless internet broadband service to the facilities located at the above described address at 50 Mbs download and 10 Mbs 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: high capacity licensed backhaul link with Solar Panel to distribute the backhaul Internet throughout the community.
4. Packages. Rapid Systems will provide the same packages and price points as listed on our website. <https://www.rapidsys.com/services/coverage-area-packages/> For example our 25Mbps is \$69.95 a month with a \$149 installation fee. Any existing customers will receive an equipment swap at no charge.
5. Response. Rapid Systems will provide the following response: Total Outage (Within 4 hours), 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.
8. 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: _____

Edgewood Landscape

P.O. Box 742 ~ Avon Park FL 33826

LANDSCAPE CONTRACTOR

863.453.7300

Invoice

Date	Invoice #
8/31/2018	15850

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

66 Entrance Renovations

Terms	P.O. No.
Due on receipt	0618-106

Quantity	Description	Rate	Amount
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
1	Landscape Material to install VE landscape similar to Sparta entrance keeping anchor trees and plants - See Plan for Location Details and Selections	5,680.00	5,680.00
1	Labor and Equipment for Landscape and Mulch Installation	3,200.00	3,200.00
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	\$23,545.00
863-453-7300	Fax 863-452-6700	info@edgewoodfl.com	Payments/Credits	\$0.00
Please visit our website to see our variety of services. Like and Follow! IG: edgewood_landscape FB: Edgewood Landscape			Balance Due	\$23,545.00

Highland Lakes Reserve Fencing Recommendations

- 1: No fencing from the front of the home to the road.
- 2: No Chain Link fencing allow of any type.
- 3: Maximum height of fencing is 6 feet.
- 4: Total privacy fencing consists of no more than 10% of the lot size.
- 5: Allowable fencing materials are Vinyl, Aluminum & Steel.
- 6: If you must put up a perimeter fence from the front of the home around to your back yard.
It must be a rail fence that is the same height and looks as the fences around the preserves.
This is the only allowable wood fence.

Highland Lakes Reserve POA, Inc

Profit & Loss Budget Overview

January through December 2019

	Jan - Dec 19	Budget
Ordinary Income/Expense		
Income		
Annual Dues	0.00	237,000.00
Other income		
Estoppel Fees	0.00	900.00
Plan and Specification Review	0.00	3,000.00
Other income - Other	0.00	1,000.00
Total Other income	0.00	4,900.00
Total Income	0.00	241,900.00
Gross Profit	0.00	241,900.00
Expense		
Administrative/ Management	0.00	7,800.00
Annual Owners Meeting Expense	0.00	250.00
Annual Reports	0.00	70.00
Attorney Fees	0.00	15,000.00
Computer and Internet Expenses	0.00	1,200.00
Copy and Reproduction Costs	0.00	100.00
Insurance Expense	0.00	3,000.00
Office Supplies	0.00	150.00
Postage and Delivery	0.00	200.00
Professional Fees	0.00	1,000.00
Repairs and Maintenance		
Common Area Mowing		
Boat ramp/park	0.00	9,600.00
Ponds/Eagles Nest	0.00	10,620.00
Total Common Area Mowing	0.00	20,220.00
Docks		
Entrance Gates	0.00	5,000.00
Entrance/Hwy 66/Maintenance	0.00	5,000.00
Mulch		
Spray/Fertilizer	0.00	3,300.00
Tree Trimming	0.00	3,000.00
Entrance/Hwy 66/Maintenance - Other	0.00	10,200.00
Total Entrance/Hwy 66/Maintenance	0.00	18,500.00

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Overview
 January through December 2019

	Jan - Dec 19	Budget
Entrance/Sparta/Maintenance		
Mulch	0.00	3,300.00
Mulch Buffer	0.00	5,500.00
Spray/Fertilizer	0.00	3,000.00
Tree Trimming	0.00	2,000.00
Entrance/Sparta/Maintenance - Other	0.00	18,600.00
Total Entrance/Sparta/Maintenance	0.00	32,400.00
Entry Sparta/Repair and Replace	0.00	2,000.00
Entry/Hwy 66 Repair and Replace	0.00	2,000.00
Fence Line Vegetation	0.00	1,400.00
Fencing	0.00	15,000.00
Pond Maintenance	0.00	16,000.00
Repairs Common Area	0.00	5,000.00
Total Repairs and Maintenance	0.00	122,520.00
Telephone Expense	0.00	2,500.00
Utilities	0.00	4,500.00
Total Expense	0.00	158,290.00
Net Ordinary Income	0.00	83,610.00
Other Income/Expense		
Other Expense		
CAPITAL IMPROVEMENTS		
Boat Ramp Irrigatio/Electric	0.00	11,000.00
Fencing replacement	0.00	23,000.00
Security System	0.00	3,159.00
Street Signage	0.00	6,500.00
Wire Fencing	0.00	25,000.00
Total CAPITAL IMPROVEMENTS	0.00	68,659.00
Total Other Expense	0.00	68,659.00
Net Other Income	0.00	-68,659.00
Net Income	0.00	14,951.00



P. O. BOX 742
 AVON PARK, FL 33826

Estimate

Date	Estimate #
6/26/2018	1056

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

0618-140

Qty	Description	Rate	Total
1	Material to install irrigation system at boat ramp including 4 inch well, pump and electronics.	4,380.00	4,380.00
1	Installation of necessary bores.	1,500.00	1,500.00
1	Labor to install irrigation system at boat ramp including 4 inch well, pump and electronics.	3,150.00	3,150.00

Phone #	Fax #	E-mail	Total	\$9,030.00
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.

J-N-T'S MOWING SERVICE, INC.

9449 Ramblewood Drive
 Zolfo Springs, FL 33890

Estimate

Date	Estimate #
9/10/2018	1683

Name / Address
Highlands Lake Reserve POA

			Project
Description	Qty	Rate	Total
Tear down, replace and paint all board fence on Sparta and Hwy 66 Entrances except the fence already replaced on 66 Entrance also pressure wash and paint arches on both Entrances at the prices of Material as of 9/10/2018	1	23,000.00	23,000.00
Thank you for the opportunity to bid on this job		Total	\$23,000.00

Quote

Your contact info Doug Nietubicz
Business name Iron Horse Specialties
Business email dnieubicz@yahoo.com
Phone number 863-214-7075
Website www.ironhorsesignsandmore.com

Quote number 201850
Invoice date * 6/26/2018
Due date

Send to

CAM Management Services, 863-471-0078
 attn: Linda Boring, 863-381-4025

Item name *	Description	Quantity *	Unit price *	Amount	Taxable
Item 1	Furnish and carve 1.5"x5.5"x42" cedar two sided sign, 2 color, Painted White & Black	1	\$150.00	\$150.00	Yes
Item 2	Furnish 5.5x5.5x14' pressure Treated Post, machined with decorative chamfered top, cut dados for signs.	1	\$125.00	\$125.00	Yes
Item 3	Set pressure Treated Post and install signs with Galvanized lag bolts and washers, & Paint black. Paint and install customer supplied STOP sign.	1	\$150.00	\$150.00	Yes

Handwritten notes:
 2700 (next to Item 1)
 1125 (next to Item 2)
 1350 (next to Item 3)
 x 18 (next to Item 1)
 x 9 (next to Item 2)
 x 9 (next to Item 3)

Subtotal		\$425.00	<i>STOPS Signs "5 x 9"</i>
Discount type	Amount		
Discount		\$0.00	<i>5400</i>
Shipping	\$0.00	\$0.00	<i>plus tax</i>
Shipping taxable:	No		
Sales tax rate	7.50%	\$31.88	
Total		\$456.88	

May increase because of added 2 signs to post -

Terms & conditions

Characters remaining: 3963

Make Checks payable to Doug Nietubicz

Note to recipient

Characters remaining: 3954

See attached pictures of sign profile options.

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BASSETT CUSTOM AUDIO/VIDEO



SALES AND SERVICE

HOME THEATERS, SURROUND SOUND, TVS, SATELLITE, SECURITY CAMERAS
 ANTENNAS, COMMERCIAL AUDIO/VIDEO-PA./MIC SYSTEMS, CAR AUDIO/VIDEO
 MOBILE- RESIDENTIAL- COMMERCIAL WiFi & CELL PHONE REPEATERS
 814 US 27 NORTH SEBRING, FL 33870 PH . (863)385-1505 , FAX (863)385-1599

NAME: Highlands Lake Preserves
 ADDRESS: Hwy 66
 Sebring, Fl.
 PHONE: Marty Wohl, Kevin Bach
 DATE: 8/8/2018

INVOICE # Estimate

P.O. #

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	<i>Per Entrance:</i>		
1	Speco Technologies wall mount style HD NVR camera recorder with 1TB hardrive storage , 4 channel , with built in POE & mini colored monitor, all in one unit		\$619.00
4	Speco 4MP fixed lens night/day IR IP , mini white terryte cameras , installed on post with burriable cat6e wire ran to each camera		\$1,140.00
1	WeatherProof outdoor NEMA enclosure with 2 cooling fans on thermostat , 20x16x11 molded fiberglass with electric outlet inside , small battery backup installed on brick gate pillar, power ran to outlets , setup camera recorder		\$1,170.00
		SUBtotal	\$2,929.00
OPTIONS			
1	Upgrade camera to 4K 8MP vari-focal cameras Difference each	\$145.00	
1	Add 1TB hardrive to storage space Difference	\$85.00	
NOTES			
	Speco Technologies cameras and NVRs now carry a 5 year parts warranty		
	90 days labor , 1 year parts unless otherwise stated per Manufacture		
		SUB TOTAL	
		7.5% SALES TAX	
		TOTAL	

Signature _____