



Highland Lakes Reserve

HLR Board of Directors Meeting
September 17, 2019
3:15pm at Just Rentals

Agenda

Call to Order

Review and Approve Minutes from 4/16/19

Review Financials

Unfinished Business

- Gate Damage Payment
- Rapid
- Picnic Tables
- Gate Keys
- Pond Treatment

New Business

- Contract-Edgewood – 3yr includes:
 - Full Lawn Service
 - Irrigation
 - Fertilizing and Pesticides
- Request from Owner – Martinez
 - Trim trees in preserve next to his home and replace damaged fencing
- Estimate from McNabb





- Request from Owner – Peluso
 - Approve plans for contemporary style home that has a 5/12 pitch

- Notice to owners and response
 - Walters
 - Brinling – notice for violations
 - Matlin

- Eagles Nest – Related Docs and Covenants

- Drainage

- Architectural Committee
 - Hire Just Rentals to upload all information, collect from the builders and provide info to committee \$150

- Sod Sparta Road Entrance

- Cellgate for Hwy 66 and Sparta Road

Adjourn





Highland Lakes Reserve

HLR Board of Directors Meeting

April 16, 2019

3:30pm at Just Rentals

Minutes

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

CAM's Present: Linda Boring, Johanna Johnston and Jillian Febres (Training)

Call to Order: Meeting called to order by Kevin at 3:30pm

Review and Approve Minutes from 2/25/19 – Motion to approve the minutes by Marty and seconded by Bill motion passed unanimously.

Review March Financials

Discussed aging report in regards to those who are 90 days past due. Linda let the Board know we sent out notices already. Kevin suggests we need to stay on them and Linda explained the process for going into Liens. Kevin suggest we turn it over to T.J. Bill asked if all the annual dues have been paid. Linda wants to send them one more notice to let them know in 2 weeks (April 30th) action will be taken if the account is not caught up by the end of the month.

The gate was discussed and how the evidence we had via camera footage was given to the police. Police report has been filed. Rebecca asked can this be filed under smalls claims. Bottoms up has received the footage last week and has not reached out to us on it. Kevin said lets let TJ call Bottoms up. Linda will follow up with TJ.

Rebecca noticed some expenses that are being popped into another category. Linda informed we will fix it. Also on the Balance sheet she wants to change to due from owners – she will create JE. Remotes have not changed as well. We will need to change the setup on where the remotes are being booked to because it is not reducing the inventory. Assets are not being recorded (land was recently deeded over it)

Motion to approve the financials by Marty and seconded by Rebecca. Passed unanimously





Old Business

- Update from Rapid: Linda gave them an update. Another message was sent to come back to the site because a lot of things were not looked at as per her discussion with them. Last request to them. Bill asked if we can setup a meeting with them as well.
- Checking account: Linda explained we were going to change the signature accounts. Dusty can not be on any financial stuff because he is VP – Linda will take care of the change
- Gate Spraying: Linda discussed the email from Terry in regards to a bid. Linda has asked for a motion to begin service: Motion to approve by Rebecca and seconded by Marty. Motion passed unanimously.

New Business

- Dead Trees on Lots: Marty feels this is going to be a problem for other owners. Rebecca suggested to mail something out to the owners – 45 day notice. There may be consequences to this as well. Maybe send out a general letter or email as a courtesy to clear up the yard. No action taken – Discussion made only
- Pond Maintenance: Bill discussed that we are over weeding the pond. We are over medicating the water and is a problem for the fish and other animals. Bill mentioned there is another pond that definitely will need to be looked at because it is over grown. Marty suggests we get with Bob and meet with him and go over each pond with him. Johanna sent Bob's number so he can coordinate a time to meet with him – even before he comes back to do an assessment. Discussed the Algae problem in one of the ponds and erosions.
- Culvert/storm drainage maintenance: Jimmy will provide price on culvert cleanup
- Park improvements/Pickup garbage/ Gazebo and deck and stairs: 750 to get rid of the gazebo. Board feels this is a reasonable price. Motion to approve both the gazebo removal and garbage removal and build the stairs for \$500 or less by Marty and seconded Bill. Motion passed unanimously.
- Post office boxes: Discussed the price for the boxes from Budget Mailboxes.com. Motion to approve the purchase of the new mailboxes was made by Marty and seconded by Bill. Motion passed unanimously.
- Internet for the gates: Discussed the email about upgrading both lines with 20 megs for \$199.96 plus tax (includes modems being leased and a 24 month commitment, and waiving the \$59.999 per line tech install equipment charge). Marty says we need to a new replacement of the sensor for the 66 gate loop. It keeps going down. Rebecca thinks the microphone may not be working right either – Sparta gate. Motion to install new service at each gate per email, by Marty and seconded by Rebecca. Motion passed unanimously.
- ARC Board: Marty will temporarily be Chair – due to possible conflicts of interest. Need to add Marty to the dropbox. Colors of the houses need to be added to the ARC guidelines. Need to vote





on the next meeting. Motion to approve Marty as the new chair by Rebecca and seconded by Bill. Motion passed unanimously.

- o Rules for key of gate: discussed who will have the key. Bill feels only the board needs to have the key and not all the owners. Board has tabled this. A plan or policy needs to be formally proposed. Possibly by Dusty.

Adjourn: Meeting adjourned by Kevin and seconded by Marty. Meeting adjourned at 4:54pm

June the 18th for the next meeting.



Highland Lakes Reserve POA, Inc
Balance Sheet
As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Cable Contingency	462,846.19
HLR POA-HNB Checking	194,644.57
Mid Florida Savings	100.00
Total Checking/Savings	<u>657,590.76</u>
Accounts Receivable	
Accounts Receivable	14,160.29
Total Accounts Receivable	<u>14,160.29</u>
Other Current Assets	
Due from Owners - Mowing Costs	-11,225.00
Inventory Asset	
Gate Remotes	563.59
Total Inventory Asset	<u>563.59</u>
Total Other Current Assets	<u>-10,661.41</u>
Total Current Assets	<u>661,089.64</u>
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	<u>9,000.00</u>
TOTAL ASSETS	<u><u>670,089.64</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	4,000.00
Debris Deposits	4,000.00
Total Other Current Liabilities	<u>8,000.00</u>
Total Current Liabilities	<u>8,000.00</u>
Total Liabilities	8,000.00
Equity	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unappropriated	556,982.92
Net Income	105,106.72
Total Equity	<u>662,089.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>670,089.64</u></u>

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance
 January through August 2019

3:16 PM
 09/17/19
 Accrual Basis

	Jan - Aug 19	Budget	Jan - Aug 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Annual Dues	237,000.00	0.00	237,000.00	0.00	237,000.00
Interest Income	2,118.98		2,118.98		
Other Income					
Estoppel Fees	525.00	0.00	525.00	0.00	900.00
Funds from 2017	0.00	0.00	0.00	0.00	0.00
Funds from 2018	0.00	87,506.00	0.00	87,506.00	87,506.00
Plan and Specification Review	4,500.00	0.00	4,500.00	0.00	3,000.00
Other income - Other	595.00	0.00	595.00	0.00	1,000.00
Total Other income	5,620.00	87,506.00	5,620.00	87,506.00	92,406.00
Total Income	244,738.98	87,506.00	244,738.98	87,506.00	329,406.00
Gross Profit	244,738.98	87,506.00	244,738.98	87,506.00	329,406.00
Expense					
Administrative/ Management	5,200.00	0.00	5,200.00	0.00	7,800.00
Annual Owners Meeting Expense	42.88	0.00	42.88	0.00	250.00
Annual Reports	61.25	0.00	61.25	0.00	70.00
Attorney Fees	2,226.50	0.00	2,226.50	0.00	15,000.00
Computer and Internet Expenses	327.00	0.00	327.00	0.00	1,200.00
Copy and Reproduction Costs	122.35	0.00	122.35	0.00	100.00
Insurance					
Insurance/Liability	1,500.83	0.00	1,500.83	0.00	3,000.00
Insurance/Property	2,022.97	0.00	2,022.97	0.00	2,023.00
Insurance - Other	0.00	0.00	0.00	0.00	0.00
Total Insurance	3,523.80	0.00	3,523.80	0.00	5,023.00
Office Supplies	233.37	0.00	233.37	0.00	150.00
Postage and Delivery	13.32	0.00	13.32	0.00	200.00
Professional Fees	350.00	0.00	350.00	0.00	1,000.00
Repairs and Maintenance					
Common Area Mowing					
Boat ramp/park	7,700.00	0.00	7,700.00	0.00	9,600.00
Entrances	16,800.00	0.00	16,800.00	0.00	28,800.00
Ponds/Eagles Nest	5,310.00	0.00	5,310.00	0.00	10,620.00
Total Common Area Mowing	29,810.00	0.00	29,810.00	0.00	49,020.00
Docks	0.00	0.00	0.00	0.00	5,000.00
Entrance Gates	1,338.07	0.00	1,338.07	0.00	5,000.00
Entrance/Hwy 66/Maintenance					
Entry/Hwy 66 Repair and Replace	1,594.14	0.00	1,594.14	0.00	2,000.00
Mulch	0.00	0.00	0.00	0.00	3,300.00
Spray/Fertilizer	0.00	0.00	0.00	0.00	3,000.00
Tree Trimming	0.00	0.00	0.00	0.00	2,000.00
Entrance/hwy 66/Maintenance - Other	0.00	0.00	0.00	0.00	0.00
Total Entrance/Hwy 66/Maintenance	1,594.14	0.00	1,594.14	0.00	10,300.00
Entrance/Sparta/Maintenance					
Entry Sparta/Repair and Replace	1,093.86	0.00	1,093.86	0.00	2,000.00

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance
January through August 2019

3:16 PM
 09/17/19
 Accrual Basis

	Jan - Aug 19	Budget	Jan - Aug 19	YTD Budget	Annual Budget
Mulch	0.00	0.00	0.00	0.00	3,300.00
Mulch Buffer	0.00	0.00	0.00	0.00	5,500.00
Spray/Fertilizer	0.00	0.00	0.00	0.00	3,000.00
Tree Trimming	0.00	0.00	0.00	0.00	2,000.00
Entrance/Sparta/Maintenance - Other	0.00	0.00	0.00	0.00	0.00
Total Entrance/Sparta/Maintenance	1,093.86	0.00	1,093.86	0.00	15,800.00
Fence Line Vegetation	1,200.00	0.00	1,200.00	0.00	1,400.00
Landscaping/Irrigation	0.00	0.00	0.00	0.00	0.00
Pond Maintenance	6,959.48	0.00	6,959.48	0.00	16,000.00
Repairs Common Area	1,775.06	0.00	1,775.06	0.00	5,000.00
Total Repairs and Maintenance	43,770.61	0.00	43,770.61	0.00	107,520.00
Telephone Expense	1,968.51	0.00	1,968.51	0.00	2,500.00
Utilities	3,248.00	0.00	3,248.00	0.00	4,500.00
Total Expense	61,087.59	0.00	61,087.59	0.00	145,313.00
Net Ordinary Income	183,651.39	87,506.00	183,651.39	87,506.00	184,093.00
Other Income/Expense					
Other Expense					
CAPITAL IMPROVEMENTS					
Boat Ramp Irrigatio/Electric	10,530.00	0.00	10,530.00	0.00	11,530.00
Fence Replacement	23,000.00	0.00	23,000.00	0.00	23,000.00
Fencing/West Boundary Security	25,385.00	0.00	25,385.00	0.00	25,000.00
Internet Installation	0.00	60,000.00	0.00	60,000.00	60,000.00
Security System	7,714.20	7,716.00	7,714.20	7,716.00	7,716.00
Street Signage	6,591.10	0.00	6,591.10	0.00	6,500.00
Total CAPITAL IMPROVEMENTS	73,220.30	67,716.00	73,220.30	67,716.00	133,746.00
Reserve - Capital Appropriation	5,324.37	0.00	5,324.37	0.00	50,347.00
Total Other Expense	78,544.67	67,716.00	78,544.67	67,716.00	184,093.00
Net Other Income	-78,544.67	-67,716.00	-78,544.67	-67,716.00	-184,093.00
Net Income	105,106.72	19,790.00	105,106.72	19,790.00	0.00

Highland Lakes Reserve POA, Inc
A/R Aging Summary
As of September 16, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
011 - Todd, Jason	0.00	0.00	0.00	225.00	0.00	225.00
020-Bishop, Andrew	0.00	0.00	0.00	125.00	0.00	125.00
026-Cintron, Norberto and Mercy	0.00	0.00	0.00	225.00	0.00	225.00
028-John, Nick	0.00	0.00	0.00	225.00	0.00	225.00
029-Hylton, Leonie	0.00	0.00	0.00	225.00	0.00	225.00
030-Houchin, Stephen and Pathy	0.00	0.00	0.00	225.00	0.00	225.00
031-Davis, Compton and Patricia	0.00	0.00	0.00	225.00	0.00	225.00
032-George & Mary Wheeler	0.00	0.00	0.00	175.00	0.00	175.00
033-Wang, Vivian and Tao, Yong X	0.00	0.00	0.00	175.00	0.00	175.00
034-Pester, Blake	0.00	0.00	0.00	225.00	0.00	225.00
046-Collier, Keith	0.00	0.00	0.00	225.00	0.00	225.00
047-Collier, Keith	0.00	0.00	0.00	225.00	0.00	225.00
051-Kennedy, Lori	0.00	0.00	0.00	225.00	0.00	225.00
059-Service, Steve	0.00	0.00	0.00	175.00	0.00	175.00
074 Graziani, Herman	0.00	0.00	0.00	325.00	0.00	325.00
076-Chai-Chang, Ronnie	0.00	0.00	0.00	325.00	0.00	325.00
077-Chai-Chang, Ronnie	0.00	0.00	0.00	325.00	0.00	325.00
081-Pester	0.00	0.00	0.00	275.00	0.00	275.00
082-Mancini, Corrado	0.00	0.00	-0.32	0.00	0.00	-0.32
085-Bharath, Chandra	0.00	0.00	0.00	275.00	0.00	275.00
087- Florida Land Partners, LLC	0.00	0.00	0.00	-85.00	0.00	-85.00
090 Martinez, Melissa	0.00	0.00	0.00	225.00	0.00	225.00
099- Villalta, Pedro	0.00	0.00	0.00	225.00	0.00	225.00
100-Rafferty, John & Laura	0.00	0.00	0.00	225.00	0.00	225.00
106-Zaher, Zoher and Gloria	0.00	0.00	0.00	225.00	0.00	225.00
114-Laman, Jason	0.00	0.00	0.00	225.00	0.00	225.00
116-Salem, Sam	0.00	0.00	0.00	175.00	0.00	175.00
117-Wynn, Thomas	0.00	0.00	0.00	175.00	0.00	175.00
120-Groves, Don E and Virginia E	0.00	0.00	0.00	175.00	0.00	175.00
126-Alber, Patrick and Susan	0.00	0.00	0.00	175.00	0.00	175.00
128-Herndon, Patrick F	0.00	0.00	0.00	175.00	0.00	175.00
132-Matlin, Brian and Luz	0.00	0.00	0.00	175.00	0.00	175.00
137-Siracuse, Joan E	0.00	0.00	0.00	175.00	0.00	175.00
138-Hoover, Sandra Baker	0.00	0.00	0.00	175.00	0.00	175.00
141-Leo, Lisa Ann	0.00	0.00	0.00	175.00	0.00	175.00
151-Moffatt, Timothy J	0.00	-20.00	0.00	-20.00	-120.00	-160.00
155-Cavagnaro, Dennis	0.00	0.00	0.00	175.00	0.00	175.00
159-Progeny Corp	0.00	0.00	0.00	175.00	0.00	175.00
163-Vazquez, Federico & Kristian	0.00	0.00	0.00	180.00	0.00	180.00
Bottom Zupp	0.00	0.00	0.00	0.00	4,555.61	4,555.61
TOTAL	0.00	-20.00	-0.32	7,550.00	4,435.61	11,965.29



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

Quotation for Wireless Hardware

Sales Representative	Date	Quote Number
DSJ	9/6/2019	32866

Bill To
Highland Lakes Reserve aka Just Rentals 811 US Highway 27 South Sebring, FL 33870-2173 Attn: Accounts Payable

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

DESCRIPTION	QTY	U/M	COST	TOTAL
Ticket # 3A3-250403AC-0161				
1 Licensed Link 11 GHz Backhaul Pair	1		9,790.00	9,790.00T
FCC Study, Application and filings	2		726.00	1,452.00T
Solar Array and Battery Kit	1		3,740.00	3,740.00T
Hardened Switches	1		693.00	693.00T
BLINQ LTE TRANSMITTERS	2		8,064.00	16,128.00T
Cables, Surges and Surpressers	1		1,250.00	1,250.00T
40ft AGL Concrete Pole Estimate	2		5,600.00	11,200.00T
Sales Tax			7.00%	3,097.71

	TOTAL	\$47,350.71
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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

TRENDING
NOW50YR
GUARANTEE
Against Breakage

Honeycomb Bottom Allows
for Superior Strength

AS LOW AS
\$678⁸⁵
+SHIPPING

BarcoBoard™ Walk-Thru Picnic Tables

- Designed for outdoor and indoor use
- Convenient seating access for all ages
- Durable recycled Black plastic frame features long-lasting BarcoBoard™ seats and top
- Commercial-grade plastic boards are engineered to resist sagging and will not rot, splinter or break
- Lighter than recycled plastic but has the same strength and weight capacity
- Lab tested for UV-fading and extreme weather to ensure durability
- Assembly required; includes assembly hardware

F. 6' Walk-Thru Table

72" l x 29" w x 33" h tabletop

72" l x 9.5" w x 20" h seats • 215 lbs.

1ZK5569 1-5 6+
\$924.85 **\$738.85 ea.** **\$678.85 ea.**

8' Walk-Thru Table

96" l x 29" w x 33" h tabletop

96" l x 9.5" w x 20" h seats • 235 lbs.

1ZK5545 1-5 6+
\$1,061.85 **\$848.85 ea.** **\$778.85 ea.**

G. 8' ADA Walk-Thru Table

96" l x 29" w x 33" h tabletop

72" l x 9.5" w x 20" h seats • 220 lbs.

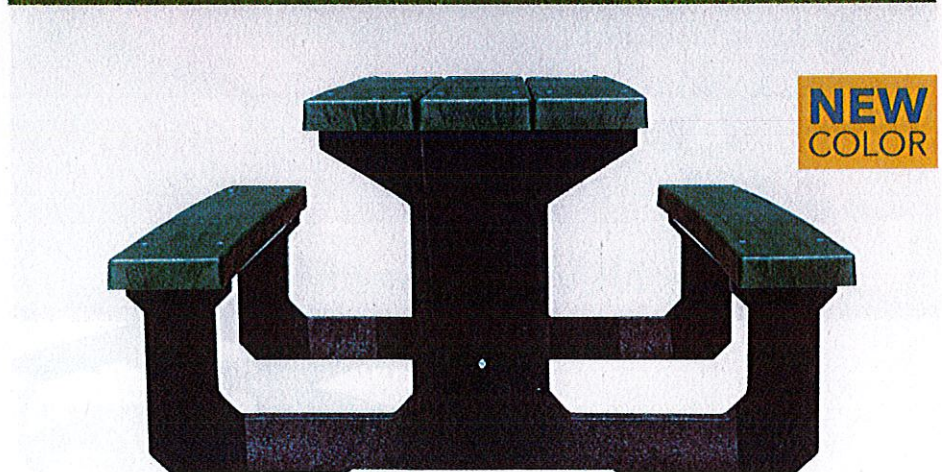
1ZK5612 1-5 6+
\$1,049.85 **\$838.85 ea.** **\$768.85 ea.**

● Desert Tan ● Cedar ● Evergreen



AS LOW AS
\$768⁸⁵
+SHIPPING

8 Ft. Accessible
Walk-Thru Table

NEW
COLOR

Accessible



Eco-Friendly



Quick Ship

50 YR
GUARANTEE
Against Breakage



AS LOW AS
\$688⁸⁵
+SHIPPING



Honeycomb Bottom Allows for Superior Strength



Protect Table Frames from Rust and Damage with Easy Snap On Protectors



AS LOW AS
\$598⁸⁵
+SHIPPING

BarcoBoard™ Rectangular Steel Frame Tables

- Portable Black powder-coated 2.25" OD (8 ft.) or 1.5" OD (6 ft.) recycled steel frames are pre-drilled for surface mounting
- Long-life plastic BarcoBoards include handsome woodgrain finish
- Plastic boards are engineered to resist sagging and will not rot, splinter or break
- Lighter than recycled plastic but has the same strength and weight capacity
- Some assembly required; assembly hardware included

A. 6' Rectangular Table
72" l x 29" w x 30" h tabletop
72" l x 9.5" w x 18" h seats • 119 lbs.
1ZK5564 1-5 6+
~~\$811.85~~ **\$648.85 ea.** ~~\$598.85 ea.~~

B. 8' Rectangular Table
96" l x 29" w x 30" h tabletop
96" l x 9.5" w x 18" h seats • 180 lbs.
1ZK5565 1-5 6+
~~\$936.85~~ **\$748.85 ea.** ~~\$688.85 ea.~~

C. Picnic Table Frame Protectors for 6' Table, set of 4
1.5" dia, fits 1.5" to 1-5/8" frame • 3 lbs.
1ZK6120 ~~\$61.85~~ **\$48.85 ea.**
Picnic Table Frame Protectors for 8' Table, set of 4
2.25" dia, fits 2.25" frame • 3 lbs.
1ZK6122 ~~\$86.85~~ **\$68.85 ea.**

● Desert Tan ● Cedar ● Evergreen

TRENDING NOW
50 YR
GUARANTEE
Against Breakage



SALE
\$868⁸⁵
+SHIPPING



Honeycomb Bottom Allows for Superior Strength

BarcoBoard™ A-Frame Picnic Tables

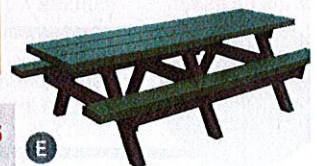
- Durable, maintenance-free outdoor tables
- Long-lasting recycled plastic Black frame supports plastic BarcoBoard™ seats and top
- Commercial-grade plastic boards are engineered to resist sagging and will not rot, splinter or break
- Lighter than recycled plastic but has the same strength and weight capacity
- Lab tested for UV-fading and extreme weather to ensure durability
- Assembly required; includes assembly hardware

D. 6' A-Frame Table
72" l x 29" w x 30.25" h tabletop
72" l x 9.5" w x 20" h seats • 228 lbs.
1ZK5605 ~~\$1,086.85~~ **\$868.85 ea.**

E. 8' A-Frame Table
96" l x 29" w x 30.25" h tabletop
96" l x 9.5" w x 20" h seats • 272 lbs.
1ZK5606 ~~\$1,174.85~~ **\$938.85 ea.**

● Desert Tan ● Cedar ● Evergreen

NEW COLOR



SALE
\$938⁸⁵
+SHIPPING



Proposal

Date	Estimate #
6/13/2019	2327

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

Service Address
Hwy 66 & Sparta Road Entrances

Description	Rate
<p>MONTHLY MAINTENANCE</p> <p>MOWING</p> <p>1. Mowing shall consist both main entrances, the berm/buffer along State Road 66 from property line to property line and the berm/buffer along Sparta Road from property line to property line.</p> <p>2. Mowing shall be performed once a week during the active growing season which is approximately April through October. Mowing shall be performed every week during the inactive growing season which is November through March. The mowing schedule above shall provide a minimum of 42 mowings per year.</p> <p>3. Mower blades shall be kept consistently sharp to provide a clean cut to the grass blades and not cause mechanical damage.</p> <p>4. Mower decks shall be kept leveled to provide a consistent turf height throughout the lawn.</p> <p>5. Mowers shall rotate mowing direction to the fullest extent possible every other mowing to avoid rut development. If directional change is not feasible, staggering or off setting the mower be necessary in lue of directional change.</p> <p>6. Mowers shall discharge the clippings away from plant beds.</p> <p>7. Provide a per cut mowing price line item in the maintenance quote for instances where additional mowings are required due to unseasonably warm years that extend the active growing season beyond the normal described herein to maintain a neat and clean look.</p> <p>EDGING</p> <p>8. Edging shall consist of all areas associated with the mowing scope described herein.</p> <p>9. Edge every week during active growing season as described above.</p> <p>10. Edge every other week during inactive growing season as described above.</p> <p>11. Edging shall include all road edges, curbs, bedlines, utility poles, fence posts, columns, utility boxes, etc. necessary to maintain a neat and clean look.</p> <p>12. Edging shall maintain the shape of the bedlines installed.</p> <p>BLOWING</p> <p>13. Blowing shall consist of all hardscape areas associated with the mowing scope described herein.</p> <p>14. Blow off the entire hardscape upon completion or every mowing and edging.</p> <p>15. Blow the grass clipping back into a turf area. Do not blow them into a plant bed or public street.</p>	2,400.00

Phone #	Fax #	E-mail
863-453-7300	Fax 863-452-6700	info@edgewoodfl.com



Proposal

Date	Estimate #
6/13/2019	2327

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

Service Address
Hwy 66 & Sparta Road Entrances

Description	Rate
<p>PRUNING</p> <p>16. Prune all hedges to promote thick growth pattern until the desired height of the hedge is attained. (i.e. if the hedge is allowed to grow four inches, cut it back by two inches)</p> <p>17. Prune established hedges to control new growth and maintain the height once the desired height has been reached.</p> <p>18. Prune all hedges at a slight angle to allow sunlight to reach all surfaces of the hedge to keep the hedge full to the ground.</p> <p>19. Prune the edges of the groundcovers as necessary to stay within their defined areas and creep into other plantings or turf areas.</p> <p>20. Maintain all planting areas as mass plantings by pruning the tops and sides only. Do not trim into individual plants.</p> <p>21. Do not trim any plants that pruning would deform such as grasses, coontie, liriopse, etc.</p> <p>22. Do not use mechanical hedgers on Knock Out Roses or Hydrangea. Prune with loppers.</p> <p>23. Prune Crape Myrtles seasonally to promote summer bloom.</p> <p>24. Remove all debris generated by pruning activities.</p> <p>WEEDING</p> <p>25. Pull all weeds 6" and over by hand and dispose of weeds off site. Do not throw in the lawn area to be mowed up.</p> <p>26. Spray all other weeds with a broad spectrum herbicide.</p> <p>27. Take care not to damage plants, shrubs, groundcovers, turf, etc. with overspray from herbicide. Do not spray on windy days.</p> <p>28. Use indicator dye in herbicide.</p> <p>29. Do not apply herbicide if it cannot dry for a minimum of three hours prior to rain.</p>	

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Service Address
Hwy 66 & Sparta Road Entrances

Description	Rate
<p>MONTHLY MAINTENANCE</p> <p>IRRIGATION-MONTHLY INSPECTION</p> <p>30. Conduct a complete walk through on the entire irrigation system on a monthly basis.</p> <p>31. Adjust heads as necessary to maintain adequate coverage.</p> <p>32. Replace or repair any heads or valves damaged during maintenance, mowing, edging, etc. (No Cost)</p> <p>33. Replace or repair any heads or valves damaged by non-maintenance activities, vehicles, vandalism, etc. (Shall be billed at hourly rate and agreed upon material and mark up)</p> <p>34. Test rain sensor function.</p> <p>35. Adjust run time or watering days based on seasonal requirements.</p> <p>IRRIGATION-WHILE CONDUCTING MAINTENANCE ACTIVITIES</p> <p>36. Conduct visual inspection while maintenance activities at each mowing. (i.e. noticing a head that has been damaged by a vehicle along the road, wilting sod, etc.)</p> <p>37. Adjust heads as necessary to maintain adequate coverage.</p> <p>38. Replace or repair any heads or valves damaged during maintenance activities, mowing, edging, etc. (No Cost)</p> <p>39. Replace or repair any heads or valves damaged by non-maintenance, vehicles, vandalism, etc. (Shall be billed at hourly rate and agreed upon material and mark up)</p> <p>LIGHTING-MONTHLY INSPECTION</p> <p>40. Conduct a complete walk through on the entire lighting system on a monthly basis.</p> <p>41. Check LED boards for burned out diodes and replace boards if necessary. (Boards have a ten year warranty)</p> <p>42. Adjust light as necessary to maintain focus on areas to be lit.</p> <p>43. Replace or repair any lights damaged during maintenance activities, mowing, edging, etc. (No Cost)</p> <p>44. Replace or repair any lights damaged by non-maintenance activities, vehicles, vandalism, etc. (Shall be billed at hourly rate and agreed upon material and mark up)</p> <p>45. Adjust time based on seasonal requirements and daylight saving time.</p>	

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Proposal

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6/13/2019	2327

Billing Address
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Service Address
Hwy 66 & Sparta Road Entrances

Description	Rate
<p>LIGHTING-WHILE CONDUCTING MAINTENANCE ACTIVITIES</p> <p>46. Conduct visual inspection while conducting maintenance activities at each mowing. (i.e. noticing a light that has been damaged or is pointed in the wrong direction, etc.)</p> <p>47. Adjust lights as necessary to maintain adequate coverage.</p> <p>48. Replace or repair any lights damaged during maintenance activities, mowing, edging, etc. (No Cost)</p> <p>49. Replace or repair any lights damaged by non-maintenance activities, vehicles, vandalism, etc. (Shall be billed at hourly rate and agreed upon material and mark up)</p> <p>MISCELLANEOUS PROVISIONS</p> <p>48 hour mobilized response time is required upon notification of a problem by the HOA. (i.e. broken irrigation head, burned out lights, extreme wilting lawn or plants, etc.)</p> <p>Upon contracting for maintenance work, the contractor shall submit a work schedule that is agreeable to both parties for the weekly and monthly items. (i.e. mowing and associated activities shall take place on Mondays, monthly irrigation and lighting inspections shall take place on the 1st of the month, etc. Contractor shall not deviate from this schedule, barring weather delays or such, without prior consent from the HOA. HOA shall establish a point of contact person for all items associated with these specifications and all work orders, invoices, etc. shall be ran through this representative only.</p>	

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Proposal

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

Service Address
Hwy 66 & Sparta Road Entrances

Description	Rate
PER CUT FOR ADDITIONAL MOWING OF BOTH ENTRANCES	550.00
HORTICULTURE SERVICE	1,000.00
<p>TURF TREATMENT: Fertilization, insecticide, disease, fungus, and weed control to be completed every 8 weeks for a total of 6 applications per year.</p> <p>LANDSCAPE TREATMENT: Treat plants for insects, disease, and fungus every 8 weeks for a total of 6 applications per year. Fertilize all plant bed areas quarterly with slow release fertilizer tailored to the specific plant's nutritional requirements. (i.e. high acid fertilizer for Hydrangea) Fertilize all trees quarterly with a slow release fertilizer tailored to the specific tree's nutritional requirements and size. Fertilize at manufacture's suggested application rates. Water in fertilizer thoroughly or apply prior to rain. Keep fertilizer off hardscape items to the fullest extent possible.</p> <p>Any alteration or deviation from quoted specifications involving extra cost will be executed only upon written orders and will become an additional charge over and above quoted price.</p> <p>This is a 3 year price agreement. This agreement can be cancelled at any time with a 30 day written notice. Agreement will automatically renew annually. If there is a price increase the customer will be notified in writing 30 days prior to renewal date.</p>	

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Proposal

Date	Estimate #
6/13/2019	2327

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

Service Address
Hwy 66 & Sparta Road Entrances

Description	Rate
<p>-----</p> <p>CUSTOMER SIGNATURE</p> <p>-----/-----/-----</p> <p>DATE</p> <p>Robert O'Hern</p> <p>-----</p> <p>CONTRACTOR REPRESENTATIVE</p> <p>6 13 2019</p> <p>-----/-----/-----</p> <p>DATE</p>	

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863-453-7300	Fax 863-452-6700	info@edgewoodfl.com

Linda Boring

From: Lazaro Martinez <listwithlaz@gmail.com>
Sent: Wednesday, July 3, 2019 10:05 AM
To: Linda Boring
Subject: Highland Lakes Reserve

Hi Linda-

I wanted to get this email to you a couple days ago and it slipped my mind, could you get a message to the board for me on a couple things.

1. The fencing and tree's around the preserve area next to my home, there are sections of damaged fencing that still have not been repaired, and trees along that area need trimmed back this is part of the reason why the fencing is getting damaged, please see what can be done to correct this along with trimming back the trees behind the fenced area.

2. I noticed that the photographs that are posted on our HOA website are low quality photos, and three of the photos posted are irrelevant there is a photo posted of the structures that were removed from the recreational area, and the creek that is in the recreational 10 acre area that has not been maintained and is now overgrown, not sure why that is the case when we have a budget to treat the water lines of all the bodies of water in the community. My request is that we clean the creek and take some better representational photos of our neighborhood, I am encouraging this in an effort to help our community and attract new residents.

Thanks in advance.

Best Regards,

--



BERKSHIRE HATHAWAY HomeServices | Florida Properties Group

Lazaro Martinez
Broker Associate
211 US HWY 27 N
Sebring FL 33870
863-458-0532
863-402-5700
listwithlaz@gmail.com
www.bhhsfloridaproperties.com

Sent with [Mixmax](#)



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

9449 Ramblewood Drive
Zolfo Springs, FL 33890

Estimate

Date	Estimate #
7/29/2019	1690

Name / Address
Highlands Lake Reserve POA

			Project
Description	Qty	Rate	Total
Trim trees and bushes that are damaging fence Replace 158 boards, broken posts and paint approximately 8100' of Board fence around protected area all material furnished	8,100	3.00	24,300.00
Thank you for the opportunity to bid on this job		Total	\$24,300.00

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

9449 Ramblewood Drive
Zolfo Springs, FL 33890

Estimate

Date	Estimate #
7/29/2019	1689

Name / Address
Highlands Lake Reserve POA

			Project
Description	Qty	Rate	Total
Trim trees and bushes out of fence around protected areas that are damaging fence remove broken boards and replace 138 boards and paint. screw loose boards back up all material furnished		7,200.00	7,200.00
Thank you for the opportunity to bid on this job		Total	\$7,200.00

September 13, 2019

Dear Board Members,

We respectfully submit this letter to the board to add an agenda item to your meeting scheduled for September 17, 2019. We are requesting approval for a roof pitch of 5/12 for a contemporary home we would like to build on Lot 39. Brian is a member of the ARB and we have chosen Marty as our contractor so both they will be recusing themselves from decisions on this project. As such, Marty suggested we request a ruling from the board.

At this time, all we are asking for is confirmation that the 5/12 roof pitch on the attached elevations will be acceptable before committing additional resources to the project. If the board's decision is favorable, we will proceed with formal submission of plans to the HOA.

Included in our information to the board are elevations from Marmer Construction showing a 5/12 pitch. These elevations are based on a Contemporary/Modern plan called "Contemporary Compton" which has an original roof pitch of 4/12. The Marmer elevations show a 5/12 pitch to provide for greater ceiling height. Any further increase in the pitch negate the contemporary lines of the house.

The Architectural Control Standards, Highland Lakes Reserve Property Owners Association, Inc., Revised Jun 11, 2016 state:

- d) Roof, Gutters and Downspouts: Roof material may be cedar shakes, metal, "Hardie" board, dimensional architectural grade asphalt shingles (25 year or better), barrel tile or slate. Colors that are compatible with the elevations and surroundings should be used. Roof vents and accessories should be located on the part of the roof unseen from the right-of-way, and must be painted to match the roof color. Gutters shall match the fascia trim color or they shall be copper. Downspouts shall match the exterior wall or be copper. Flue pipes shall be cased in a chimney enclosure that matches exterior materials and the minimum roof pitch allowance must be 6/12 on at least 80% of the roof area. Contemporary roof lines may be approved with a lesser roof pitch on a case by case basis.

We are available to answer any questions during your meeting by phone at 954-290-0591. Please don't hesitate to reach out to us to clarify any issues that may arise during your meeting.

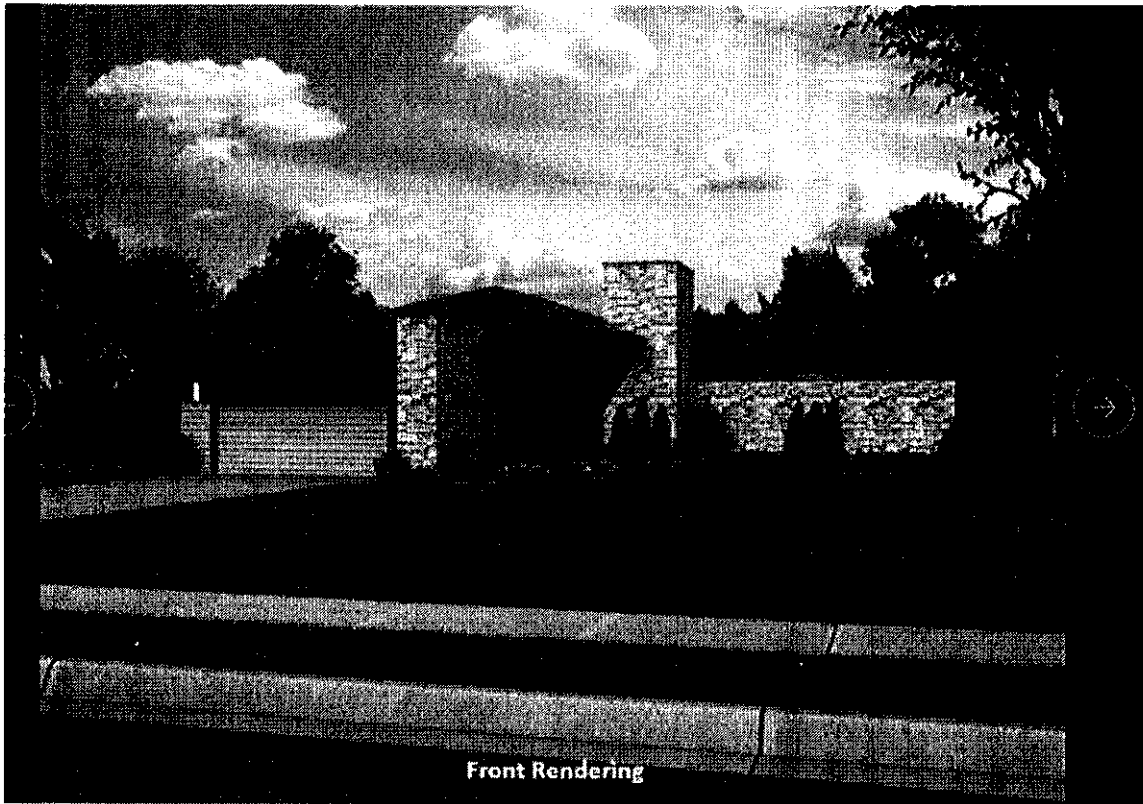
Thank you for your time and consideration.

Sincerely,



Brian and Theresa Peluso
515 NW 38th Avenue
Deerfield Beach, FL 33442

3040 Woodland Creek Trail (Lot 39)
Sebring, FL 33875



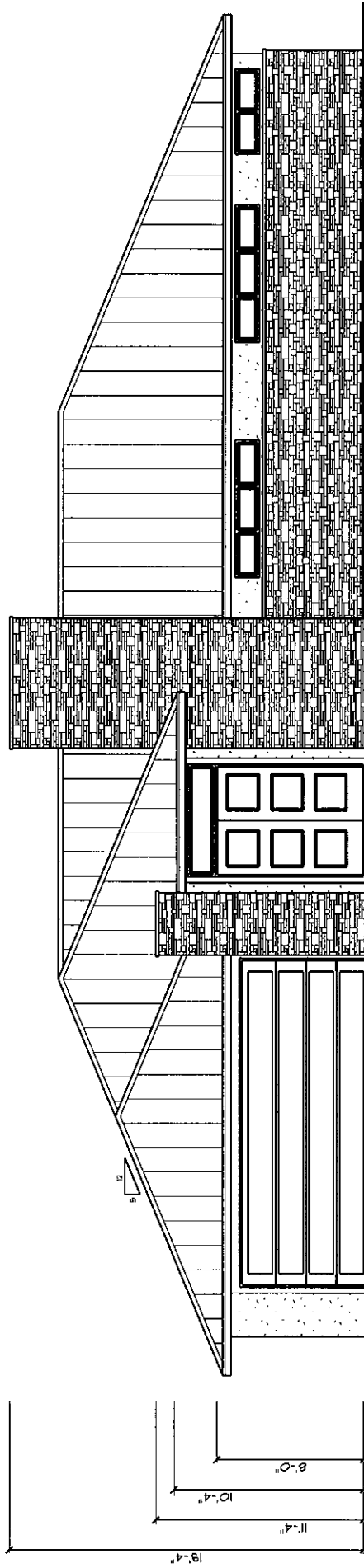
Front Rendering

DETAILS

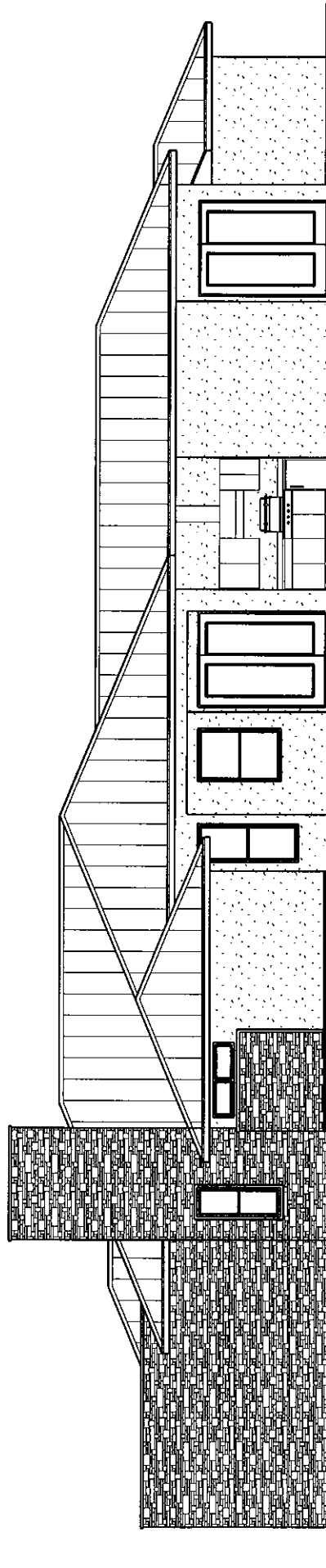
TOTAL SQ. FT.:	2,159
1ST FLOOR SQ. FT.:	2,159
BEDROOMS:	3
BATHROOMS:	2.1
GARAGE:	2
STORIES:	1
MAIN CEILING HEIGHT:	Varies'
UPPER CEILING HEIGHT:	'
FRAMING:	2x6
ROOF FRAMING:	Truss
ROOF PITCH:	Primary: 4/12
WIDTH:	62' 6"
HEIGHT:	15' 7"
DEPTH:	92' 0"
EXTERIOR STYLES:	Contemporary Modern
UNHEATED LIVING SPACE:	Garage: 612 Porch: 216

HOME FEATURES

BEDROOM FEATURES:	Double Vanity Sink Master Bdrm Main Floor Walk-in Closet
KITCHEN FEATURES:	Country Kitchen Kitchen Island Walk-in Pantry
ADDITIONAL FEATURES:	Fireplace Foyer Great Room Home Office Laundry 1st Fl Open Floor Plan Storage Space
GARAGE FEATURES:	Attached
GARAGE LOCATION:	Front
LOT FEATURES:	



FRONT ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION
SCALE 1/4" = 1'-0"

Highland Lakes Reserve – noted Violations 3/9/2019

On 3/9/2019, Kevin Bock and Bill Lanzisera noted violations of the HLR restrictions.

1. 4082 Camp Shore Dr. – Platt residence
home air conditioning unit and trash cans need to be enclosed by fencing or shrubbery.
2. Lot 163 on Camp Shore Dr. – Kiko Vasquez property
Culvert needs to be installed under driveway.
3. Lot 127 on Camp Shore Dr. – Brinling residence
Trash cans may not be left on street / right of way after trash pick up.
Window screens on the ground on the west side of the building need to be removed.
Air conditioner and pool equipment need to be enclosed by fencing or shrubbery.
Ladder may not be stored or leaning on the east side of the residence.
Pile of dirt on the east side of the residence needs to be removed.
4. Boat dock on Camp Shore Dr.
Dock needs to be cleaned/pressure washed and sealed.
Explore cost of running a safety rope through the posts on the dock.
The seating/table and ramp/walkway at the dock is in a state of disrepair. We believe the seating should be removed and benches could replace the current seating. Benches could be placed under the trees, and/or out on the dock.
5. Park off Camp Shore Dr.
The gazebo is in a state of disrepair.
6. 1002 Nesting View Dr. – Bell residence
roof needs cleaning because of mold and dirt.
7. Lot 56 on Nesting View Dr. – Seeber residence
Two trailers need to be removed from the rear of the residence

Linda Boring

From: Tracy Walters <tracywalters1967@yahoo.com>
Sent: Wednesday, July 17, 2019 8:00 AM
To: Linda Boring
Subject: Re: Rules and Regulations

What about horses being ridden and pooping with in the community. Please be careful when enforcing the laws!.

Sent from my iPhone

On Jul 16, 2019, at 9:54 AM, Linda Boring <linda@lindaboring.net> wrote:

I've attached a copy of the rules and regulations regarding pets. We appreciate your cooperation in complying with same. Thanks you, Linda

Linda Boring, CAM
Broker Manager
863-381-4025, Cell
<image001.jpg>
807 US Hwy 27 South
Sebring, FL 33870

<Highland Lakes Reserve Rules.docx>

P. O. BOX 742
AVON PARK, FL 33826

Estimate

Date	Estimate #
9/13/2019	2819

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

Service Address

P.O. No.	0910-31
----------	---------

Qty	Description	Rate	Total
	Resodding the Entrance on Sparta Road.		
	Complete redo on left side as you go in.		
6,000	Herbicide and remove existing turf. Left side going in over to first oak tree.	0.35	2,100.00
6,000	Sq Ft Floratam Sod. Material	0.35	2,100.00
6,000	Equipment and labor for sod installation.	0.16	1,080.00
	Total- \$5280.00		
	Or		
1,000	Labor and material. Just the dead or browning spot closer to the road. Complete cut out, delivery and installation of Floratam sod.	1.00	1,000.00
	Replace dead areas on right side going in.		
1,000	Labor and material. Complete cut out, delivery and installation of Floratam sod.	1.00	1,000.00
Phone #		Fax #	E-mail
8634537300		Fax 863-452-6700	info@edgewoodfl.com
Total			\$7,280.00

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Highland Lake Reserves Sign In Sheet



Print Name:	Signature:	Lot #
1 William LAOZISERH	<i>William Langlais</i>	140
2 Kiana BAR	<i>Kiana Bar</i>	96
3 Dusty Johnson	<i>Dusty Johnson</i>	78
4 Rebecca Bernades Moran	<i>Rebecca Bernades Moran</i>	1312
5 Marty Lohr	<i>Marty Lohr</i>	14
6		
7		
8		
9		
10		
11		