

*Highland Meadows West
Community Development District*

Agenda

March 13, 2019

AGENDA

Highland Meadows West

Community Development District

135 W. Central Blvd., Suite 320, Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

March 6, 2019

**Board of Supervisors
Highland Meadows West
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Highland Meadows West Community Development District** will be held **Wednesday, March 13, 2019 at 3:00 PM at 346 E Central Ave., Winter Haven, Florida 33880**. Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the February 13, 2019 Board of Supervisors Meeting
4. Consideration of Proposals for Construction Services for Master Project Improvements (Phases 1 & 2) (*evaluation and ranking will be provided under separate cover by District Engineer*)
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Balance Sheet and Income Statement
 - ii. Approval of Check Register
6. Other Business
7. Supervisors Requests and Audience Comments
8. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. Speakers must fill out a Request to Speak form and submit it to the District Manager prior to the beginning of the meeting.

The third order of business is the approval of the minutes of the February 13, 2019 Board of Supervisors meeting. A copy of the minutes are enclosed for your review.

¹ Comments will be limited to three (3) minutes

The fourth order of business is the consideration of proposals for construction services for Master Project Improvements (Phases 1 & 2). Evaluation and ranking will be provided under separate cover by District Engineer.

The fifth order of business is Staff Reports. Section C is the District Manager's Report. Section 1 includes the balance sheet and income statement for review. Section 2 includes the approval of the check register. A copy of the check register is enclosed for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jill Burns
District Manager

CC: Sarah Warren, District Counsel

Enclosures

MINUTES

MINUTES OF MEETING
HIGHLAND MEADOWS WEST
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Highland Meadows West Community Development District was held on Wednesday, February 13, 2019 at 3:00 p.m. at 346 E. Central Ave, Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
John Mazuchowski	Vice Chairman
Andrew Rhinehart	Assistant Secretary
Lauren Schwenk	Assistant Secretary
Keaton Alexander	Assistant Secretary by phone

Also, present were:

Jill Burns	District Manager
Roy Van Wyk	District Counsel
Ashton Bligh	Bond Counsel by phone

The following is a summary of the discussions and actions taken at the February 13, 2019 Highland Meadows West Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and stated that the supervisors listed above were in attendance, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There being no members of the public present, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Resolution 2019-01 Appointing Jill Burns as Assistant Treasurer

Ms. Burns explained the resolution to the Board and asked for any questions. The Board had no questions for Ms. Burns.

On MOTION by Ms. Schwenk, seconded by Mr. Rhineheart, with all in favor, Resolution 2019-01 Appointing Jill Burns as Assistant Treasurer, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the January 25, 2019 Board of Supervisors Meeting and the Acceptance of the December 12, 2018 Audit Committee Meeting

Ms. Burns asked for any questions, comments, or corrections to the minutes. There were no comments from the Board on the minutes.

On MOTION by Ms. Schwenk, seconded by Mr. Mazuchowski, with all in favor, the Minutes of the January 25, 2019 Board of Supervisors Meeting were approved, as presented and the minutes of the December 12, 2018 Audit Committee Meeting were accepted.

Rennie Heath joined the meeting at this time.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2019-02 Delegation Resolution

Ms. Bligh reviewed Resolution 2019-02 for the Board. She noted the purpose of the resolution is to authorize the issuance of the Highland Meadows West Community Development District Special Assessment Bonds Series 2019. It also authorizes the tax-exempt public infrastructure described in the Engineer's Report, a description of which was attached to the resolution as Schedule 1. Ms. Bligh pointed out and reviewed the attachments to the resolution, which she asked the Board to approve in substantial final form.

Rennie Heath temporarily left the meeting at this time.

Ms. Bligh noted that because of the complexity of the financing structure, it is beneficial for an Underwriter to be involved. She explained the parameters of the bond in Section 5. Ms. Bligh stated the aggregate principal amount of the Series 2019 bonds will not exceed \$8,000,000 and the final maturity will not be any later than the maximum allowed by Florida law which is 30 years of principal amortization. She noted the price at which the Series 2019 bonds will be sold to the Underwriter shall not be less than 97.5% of the aggregate amount of the Series 2019 bonds. Ms. Bligh noted this resolution provides authority for District professionals to finalize District documents. Ms. Bligh asked the Board for any questions on Resolution 2019-02.

On MOTION by Ms. Schwenk, seconded by Mr. Rhineheart, with all in favor, Resolution 2019-02 Delegation Resolution, was approved.

Rennie Heath re-joined the meeting at this time.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated he had no further reports for the Board.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

Ms. Burns noted their next meeting will be on March 13th. She noted the financials were in the agenda package and she could answer any questions regarding them. Ms. Burns presented the check register, the total from December 1, 2018 through February 5, 2019 was \$18,744.46. Ms. Burns asked for any questions on the check register.

On MOTION by Ms. Schwenk, seconded by Mr. Rhineheart, with all in favor, the Check Register totaling \$18,744.46, was approved.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Burns asked for comments from the Board. Ms. Schwenk noted that they would be taking down more lots, and all the lots would be covered by a builder contract. They are waiting on the addendum. Ms. Burns noted the bids they had previously posted were due March 4th, and they would be reviewed at the March 13th meeting.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Rhineheart, seconded by Ms. Schwenk, with all in favor, the meeting was adjourned at 3:15 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

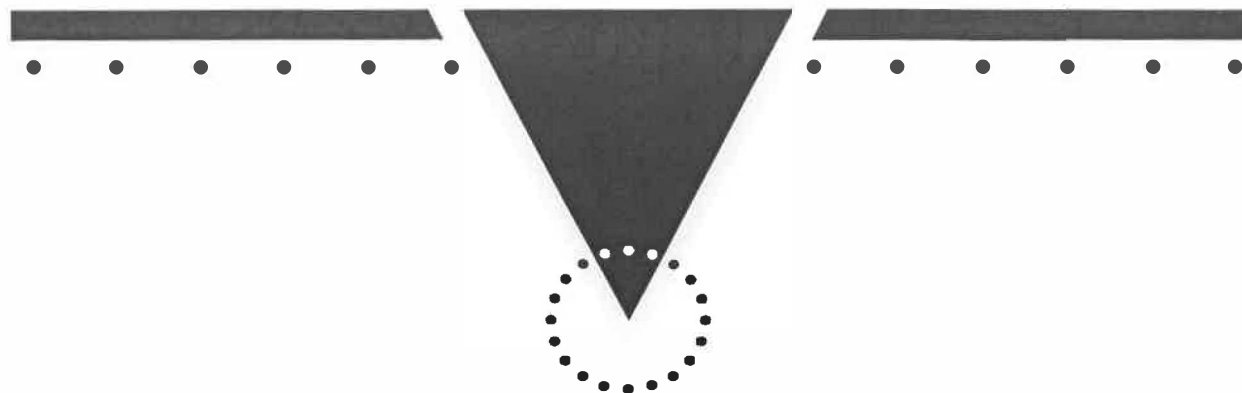
SECTION IV

*This item will be provided under
separate cover*

SECTION V

SECTION C

SECTION 1



HIGHLAND MEADOWS WEST

Community Development District

Unaudited Financial Reporting

February 28, 2019



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2	<hr/> General Fund Income Statement
3	<hr/> Capital Projects Fund Income Statement
4	<hr/> Month to Month
5	<hr/> Developer Contribution Schedule

HIGHLAND MEADOWS WEST

COMMUNITY DEVELOPMENT DISTRICT

BALANCE SHEET

February 28, 2019

	General Fund	Capital Projects Fund	Totals
<u>ASSETS:</u>			
<u>CASH</u>			
OPERATING ACCOUNT	\$36,750	---	\$36,750
DUE FROM DEVELOPER	\$308	---	\$308
TOTAL ASSETS	<u>\$37,057</u>	<u>\$0</u>	<u>\$37,057</u>
<u>LIABILITIES:</u>			
ACCOUNTS PAYABLE	\$25,089	---	\$25,089
<u>FUND EQUITY:</u>			
FUND BALANCES:			
UNASSIGNED	\$11,968	---	\$11,968
RESERVED FOR CAPITAL PROJECTS	---	\$0	\$0
TOTAL LIABILITIES & FUND EQUITY	<u>\$37,057</u>	<u>\$0</u>	<u>\$37,057</u>

HIGHLAND MEADOWS WEST

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending February 28, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 02/28/19	ACTUAL THRU 02/28/19	VARIANCE
<u>REVENUES:</u>				
DEVELOPER CONTRIBUTIONS	\$113,475	\$40,000	\$40,000	\$0
TOTAL REVENUES	\$113,475	\$40,000	\$40,000	\$0
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
SUPERVISORS FEES	\$12,000	\$5,000	\$3,600	\$1,400
D&O INSURANCE	\$2,200	\$2,200	\$2,250	(\$50)
GENERAL LIABILITY INSURANCE	\$0	\$0	\$2,750	(\$2,750)
ENGINEERING	\$20,000	\$8,333	\$0	\$8,333
DISTRICT COUNSEL	\$20,000	\$8,333	\$3,025	\$5,308
AUDIT	\$4,000	\$1,667	\$0	\$1,667
DISTRICT MANAGEMENT	\$35,000	\$14,583	\$14,583	(\$0)
TRAVEL & PER DIEM	\$250	\$104	\$0	\$104
TELEPHONE	\$250	\$104	\$14	\$90
POSTAGE	\$300	\$125	\$84	\$41
OFFICE SUPPLIES	\$0	\$0	\$463	(\$463)
COPIES	\$300	\$125	\$297	(\$172)
LEGAL ADVERTISING	\$10,000	\$4,167	\$2,157	\$2,010
MISCELLANEOUS	\$5,000	\$2,083	\$0	\$2,083
WEB SITE MAINTENANCE	\$4,000	\$1,667	\$625	\$1,042
DUES, LICENSES, & FEES	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE:	\$113,475	\$48,667	\$30,023	\$18,643
TOTAL EXPENDITURES	\$113,475	\$48,667	\$30,023	\$18,643
EXCESS REVENUES (EXPENDITURES)	\$0		\$9,977	
FUND BALANCE - BEGINNING	\$0		\$1,991	
FUND BALANCE - ENDING	\$0		\$11,968	

HIGHLAND MEADOWS WEST

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECTS FUND

Statement of Revenues & Expenditures

For The Period Ending February 28, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 02/28/19	ACTUAL THRU 02/28/19	VARIANCE
<u>REVENUES:</u>				
DEVELOPER CONTRIBUTIONS	\$0	\$0	\$9,207	\$9,207
TOTAL REVENUES	\$0	\$0	\$9,207	\$9,207
<u>EXPENDITURES:</u>				
CAPITAL OUTLAY	\$0	\$0	\$9,207	(\$9,207)
TOTAL EXPENDITURES	\$0	\$0	\$9,207	(\$9,207)
EXCESS REVENUES (EXPENDITURES)	\$0		\$0	
FUND BALANCE - BEGINNING	\$0		\$0	
FUND BALANCE - ENDING	\$0		\$0	

HIGHLAND MEADOWS WEST

Community Development District

REVENUES:

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
DEVELOPER CONTRIBUTIONS	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
TOTAL REVENUES	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000

EXPENDITURES:

ADMINISTRATIVE:

SUPERVISORS FEES	\$0	\$800	\$1,000	\$800	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,600
D&O INSURANCE	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
GENERAL LIABILITY INSURANCE	\$2,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,750
ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DISTRICT COUNSEL	\$475	\$418	\$434	\$1,699	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,025
AUDIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DISTRICT MANAGEMENT	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,583
TRAVEL & PER DIEM	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TELEPHONE	\$0	\$6	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14
POSTAGE	\$0	\$39	\$29	\$9	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$84
OFFICE SUPPLIES	\$20	\$409	\$15	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$463
COPIES	\$206	\$4	\$16	\$29	\$42	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$297
LEGAL ADVERTISING	\$1,170	\$409	\$311	\$0	\$267	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,157
MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WEB SITE MAINTENANCE	\$125	\$125	\$125	\$125	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$625
DUES, LICENSES, & FEES	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
TOTAL ADMINISTRATIVE	\$10,088	\$5,127	\$4,854	\$5,596	\$4,358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,023
TOTAL EXPENDITURES	\$10,088	\$5,127	\$4,854	\$5,596	\$4,358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,023
EXCESS REVENUES/(EXPENDITURES)	\$9,912	(\$5,127)	\$15,146	(\$5,596)	(\$4,358)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,977

**Highland Meadows West Community Development District
Developer Contributions/Due from Developer**

Funding Request #	Prepared Date	Payment Received Date	Check/Wire Amount	Total Funding Request	General Fund Portion (FY18)	General Fund Portion (FY19)	Capital Projects Fund Portion (FY18)	Capital Projects Fund Portion (FY19)	Over and (short) Balance Due
2018-01 FY19	7/17/17	10/15/18	\$ 20,167.45	\$ 20,475.00	\$ 20,475.00	\$ -	\$ -	\$ -	\$ 307.55
1	10/19/18	11/30/18	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
2	12/12/18	2/1/19	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
B1	12/12/18	2/1/19	\$ 18,614.15	\$ 18,614.15	\$ -	\$ -	\$ 9,407.65	\$ 9,206.50	\$ -
Due from Developer			\$ 58,614.15	\$ 79,089.15	\$ 20,475.00	\$ 40,000.00	\$ 9,407.65	\$ 9,206.50	\$ 307.55
Total Developer Contributions FY19						\$ 49,206.50			

SECTION 2

Highland Meadows West Community Development District

Summary of Checks

February 6, 2019 to March 5, 2019

Bank	Date	Check No.'s	Amount	
General Fund	2/14/19	25-31	\$	5,331.37
			\$	5,331.37
			\$	5,331.37

*** CHECK DATES 02/06/2019 - 03/05/2019 ***

GENERAL FUND

BANK A HIGHLAND MEADOW WEST

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
2/14/19	00008	12/12/18	ARI21220	201812 310-51300-11000			*	200.00		
			SUPV FEE 12/12/18							
		1/25/19	ARO12520	201901 310-51300-11000			*	200.00		
			SUPV FEE 01/25/19							
			ANDREW RHINEHART						400.00	000025
2/14/19	00001	1/01/19	8	201901 310-51300-34000			*	2,916.67		
			MANAGEMENT FEES JAN19							
		1/01/19	8	201901 310-51300-35200			*	125.00		
			WEBISTE ADMIN JAN19							
		1/01/19	8	201901 310-51300-51000			*	17.95		
			OFFICE SUPPLIES							
		1/01/19	8	201901 310-51300-42000			*	8.95		
			POSTAGE							
		1/01/19	8	201901 310-51300-42500			*	28.80		
			COPIES							
			GOVERNMENTAL MANAGEMENT SERVICES						3,097.37	000026
2/14/19	00007	1/25/19	105171	201812 310-51300-31500			*	434.00		
			PREP/RESEARCH/REV/CONFER							
			HOPPING GREEN & SAMS PA						434.00	000027
2/14/19	00004	12/12/18	JM121220	201812 310-51300-11000			*	200.00		
			SUPV FEE 12/12/18							
		1/25/19	JM012520	201901 310-51300-11000			*	200.00		
			SUPV FEE 01/25/19							
			JOHN THOMAS MAZUCHOWSKI						400.00	000028
2/14/19	00002	12/12/18	KA121220	201812 310-51300-11000			*	200.00		
			SUPV FEE 12/12/18							
			KEATON ALEXANDER						200.00	000029
2/14/19	00003	12/12/18	LS121220	201812 310-51300-11000			*	200.00		
			SUPV FEE 12/12/18							
		1/25/19	LS012520	201901 310-51300-11000			*	200.00		
			SUPV FEE 01/25/19							
			LAUREN OAKLEY SCHWENK						400.00	000030
2/14/19	00009	12/12/18	RH121220	201812 310-51300-11000			*	200.00		
			SUPV FEE-12/12/18							
		1/25/19	RH012520	201901 310-51300-11000			*	200.00		
			SUPV FEE 01/25/19							
			RENNIE HEATH						400.00	000031
TOTAL FOR BANK A								5,331.37		
HIMW ---HIGH WEST--- KCOSTA										

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 3/06/19
 *** CHECK DATES 02/06/2019 - 03/05/2019 *** GENERAL FUND
 BANK A HIGHLAND MEADOW WEST

PAGE 2

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
TOTAL FOR REGISTER							5,331.37	

HIMW --HIGH WEST-- KCOSTA