

**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 Monday, **September 25, 2018** at 1:35 p.m. at 346 E Central Ave, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
John Mazuchowski
Keaton Alexander
Andrew Rhinehart
Lauren Schwenk

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Sarah Warren

GMS
Hopping Green & Sams

The following is a summary of the discussions and actions taken at the September 25, 2018 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 all five supervisors were in attendance.

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. Administration of Oaths of Office to Newly Elected Board Members

Ms. Burns administered the Oath of Office to John Mazuchowski, Andrew Rhinehart, Keaton Alexander, Lauren Schwenk, and Rennie Heath.

B. Consideration of Resolution 2018-27 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns noted that the Landowners' Election was held prior to the Board meeting. Seat one is Andrew Rhinehart with five votes. Seat two is Lauren Schwenk with two votes. Seat three is Keaton Alexander with two votes. Seat four is Rennie Heath with five votes. Seat five is John Mazuchowski with two votes.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2018-27 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Regarding the Board seats, seat one is Andrew Rhinehart with five votes. Seat two is Lauren Schwenk with two votes. Seat three is Keaton Alexander with two votes. Seat four is Rennie Heath with five votes. Seat five is John Mazuchowski with two votes. George Flint and Jill Burns are Secretary, Ariel Lover as Treasurer, and Teresa Viscara as Assistant Treasurer.

D. Consideration of Resolution 2018-28 Electing Officers

1. Resolution 2018-28 Appointing Officers

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Election of Officers, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the July 24, 2018 Meeting

Ms. Burns asked for any questions, comments, or corrections.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Minutes of the July 24, 2018 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the District’s Fiscal Year 2017-2018 & Fiscal Year 2018-2019 Budgets

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board opened the public hearing.

Ms. Burns noted that there were no members of the public present at this time and asked for a motion to close the public hearing.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, the public hearing was closed.

i. Consideration of Resolution 2018-29 Adopting the Fiscal Year 2017-2018 and 2018-2019 Budgets and Appropriating Funds

Ms. Burns noted that these budgets will be developer funded, so the costs are paid as they are incurred. Ms. Burns asked the Board for any questions on the budget.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2018-29 Adopting the Fiscal Year 2017-2018 and 2018-2019 Budgets and Appropriating Funds, was approved.

B. Public Hearing on the Imposition of Special Assessments

Ms. Burns noted that the meeting had been properly noticed in the newspaper as well as mailed notice sent to landowners in the District.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board opened the public hearing.

i. Presentation of Master Engineer’s Report

Ms. Warren summarized the Master Engineer’s Report for the Board. Ms. Warren noted that the report outlines the master infrastructure improvements necessary to support the development of 396 single family homes. The Capital Improvement Plan consists of infrastructure improvements, offsite improvements, storm water management facilities, utilities, roadway improvements, signage, and parks and amenities. She stated that there is also a contingency line item. Ms. Warren noted there are three phase and the total infrastructure costs

are \$8,248,200. The improvements within the report are all identified as public infrastructure improvements. Ms. Burns asked the Board if there were any questions for Ms. Warren.

ii. Presentation of Master Assessment Methodology

Ms. Burns reviewed the Master Assessment Methodology. Ms. Burns addressed the tables attached to the report, the first table lists the total number of units which is 396. Ms. Burns noted that table two has the cost per the Engineer’s report which Sarah previously outlined, \$8,248,200. Table three contains the bond sizing which shows a max issuance of \$11,000,000 and that comes out to a cost per unit of \$20,829. Ms. Burns reviewed table five which shows the par debt per unit for the full \$11,000,000 allocated of \$27,778. Table six shows the annual net and gross assessment per unit. Ms. Burns noted that the assessment per acre is listed in table seven. Ms. Burns asked the Board if they had any questions on the Assessment Methodology.

iii. Consideration of Resolution 2018-30 Levying Special Assessments

Ms. Warren addressed section two of the resolution, which are the findings. Ms. Warren stated that by adopting the resolution, the Board is finding that the District is authorized by Chapter 190 to finance, fund, and install the improvements that are outlined in the Engineer’s report. Ms. Warren stated the Board is also finding that those improvements are necessary for the public health, safety, and welfare, and they are necessary for development of lands within the District. Ms. Warren noted the resolution provides that the cost of that Capital Improvement Plan can be properly levied against the lands within the District because those lands are specially benefited by the improvements comprising the Capital Improvement Plan. Finally, Ms. Warren stated that by adopting the resolution, the Board is finding that the assessments are properly allocated and reasonably apportioned among the lands within the District, and the amount of the assessments is equal to or exceeds the costs of the Capital Improvement Plan. Ms. Burns asked for questions on Resolution 2018-30.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2018-30 Levying Special Assessments, was approved.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board closed the public hearing.

C. Public Hearing on Adoption of District Rules of Procedure

i. Consideration of Resolution 2018-31 Adopting Rules of Procedure

On MOTION by Mr. Heath, seconded by Ms. Alexander, with all in favor, the Board opened the public hearing.

Ms. Burns stated that the rules are in the package behind Resolution 2018-31, and they have not changed from the version the Board saw at the organizational meeting.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, Resolution 2018-31 Adopting Rules of Procedure, was approved.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, the Board closed the public hearing.

D. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, & Enforcement of Non Ad-Valorem Assessments

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Board opened the public hearing.

Ms. Burns stated that no members of the public were present to provide comment.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Board closed the public hearing.

i. Consideration of Resolution 2018-32 Expressing the District's intent to Utilize the Uniform Method of Collection

Ms. Burns noted that this would authorize the District to collect assessments on the county tax bill, but it does not require them to collect on roll and they could still direct collect until lots are platted.

On MOTION by Ms. Schwenk, seconded by Ms. Alexander, with all in favor, Resolution 2018-32 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

SIXTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District Engineer

Ms. Burns stated that they received one response from the interim engineer, Dennis Wood Engineering. Ms. Burns suggested ranking them #1 with a total of 100 points.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Dennis Wood Engineering ranking of #1 with 100 points and Authorization of Staff to Negotiate a Contract, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Warren stated that she had nothing further for the Board.

B. Engineer

The Engineer was not present.

C. District Manager’s Report

i. Approval of Fiscal Year 2019 Meeting Schedule

Ms. Burns noted that the Board needed to approve the meeting schedule that was in their agenda package on the last page. Ms. Burns stated the meeting date would be the second Wednesday of each month at 3:00 p.m.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Fiscal Year 2019 Meeting Schedule, was approved.

EIGHTH ORDER OF BUSINESS

Other Business

Ms. Burns asked the Board if they wanted to keep the meeting scheduled in two weeks or cancel it. The Board decided to leave the meeting as is, and if they did not have a reason to meeting they would cancel. Ms. Burns noted that no funding has been received and that the

insurance payment is due on October 1st. Ms. Burns stated that an account needs to be opened and funding is needed as soon as possible.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at 1:46 p.m.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman