

*Highland Meadows West  
Community Development District*

*Agenda*

*November 14, 2018*

# ***Highland Meadows West***

## ***Community Development District***

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

November 7, 2018

**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, November 14, 2018 at 3:00 PM at 346 E Central Ave., Winter Haven, Florida 33880**. Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (<sup>1</sup>Speakers 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 September 25, 2018 Board of Supervisors Meeting and September 25, 2018 Landowners Meeting
4. Appointment of Audit Committee and Chairman
5. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Balance Sheet and Income Statement (*provided under separate cover*)
    - ii. Ratification of Payment Authorizations #2018-01 and #2019-01
6. Other Business
7. Supervisors Requests and Audience Comments
8. Adjournment

### **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Audit Services
  - A. Approval of Request for Proposals and Selection Criteria
  - B. Approval of Notice of Request for Proposals for Audit Services
  - C. Public Announcement of Opportunity to Provide Audit Services

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<sup>1</sup> Comments will be limited to three (3) minutes

#### 4. 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 September 25, 2018 Board of Supervisors meeting and acceptance of the minutes of the September 25, 2018 Landowners Meeting. A copy of the minutes are enclosed for your review.

The fourth order of business is the appointment of the Audit Committee and Chairman. There is no back-up material.

The fifth order of business is Staff Reports. Section C is the District Manager's report. Sub-Section 1 is the balance sheet and income statement which will be provided under separate cover. Sub-Section 2 includes Payment Authorizations #2018-01 and #2019-01 for your review. A copy of the payment authorizations are enclosed for your review.

Following the adjournment of the Board of Supervisor's meeting, there will be a meeting of the Audit Committee to approve the Request for Proposals and selection criteria, and approve the notice of RFP for auditing services. Enclosed for your review are copies of the RFP, selection criteria, and RFP notice.

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

# **BOARD OF SUPERVISORS MEETING**

# 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 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 1<sup>st</sup>. 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.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman



MINUTES OF LANDOWNERS MEETING  
HIGHLAND MEADOWS WEST  
COMMUNITY DEVELOPMENT DISTRICT

The Landowners' Meeting of the Highland Meadows West Community Development District was held on Monday, September 25, 2018 at 1:30 p.m. at 346 E Central Ave, Winter Haven, Florida.

Present and constituting a quorum were:

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

Also, present were:

Jill Burns	District Manager
Sarah Warren	District Counsel

*The following is a summary of the discussions and actions taken at the September 25, 2018 Highland Meadows West Community Development District's Landowners' Meeting.*

**FIRST ORDER OF BUSINESS**

**Determination of Number of Voting Units  
Represented**

Ms. Burns stated that Lauren Schwenk was the proxy holder for HM Next Investments, LLC which owns 4.68 acres of land. Ms. Schwenk was authorized to cast five votes and the votes were cast as follows: Andrew Rhinehart 5, Lauren Schwenk 2, Keaton Alexander 2, Rennie Heath 5, John Mazuchowski 2.

**SECOND ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned at 1:32 p.m.

# SECTION V

# SECTION C



# SECTION 1

*This item will be provided under  
separate cover*

## SECTION 2

# Highland Meadows West CDD

Payment Authorization: HMW2018-01

Date: 9/30/18

Item #	Vendor/Description	Invoice	Amount
1	<b>Florida Department of Economic Opportunity</b> Special District fee	71273	\$ 75.00 -
2	<b>Business Observer</b> Notice of Meeting Dates Notice of Intent - Collection RFQ - engineering Services Notice of Landholders Meeting/Election Notice of Public Hearings Budget Adoption Meeting	18-01493K 18-01548K 18-01532K 18-01592K 18-01591K 18-01636K	52.50 ✓ 332.52 ✓ 115.94 ✓ 188.12 ✓ 1,006.26 ✓ 148.76 ✓
3	<b>GMS - Central Florida</b> Management fees - August Management fees - September	2 3	3,415.79 3,182.79
4	<b>Hopping Green &amp; Sams</b> General Counsel thru 7/31/18	102189	3,605.15
5	<b>Lauren Schwenk</b> Supervisor fees 7/24 meeting	LS07242018	200.00
6	<b>Keaton Alexander</b> Supervisor fees 7/24 meeting	KA07242018	200.00
7	<b>John Mazuchowski</b> Supervisor fees 7/24 meeting	JM07242018	200.00
TOTAL			<u>\$ 12,722.83</u>

  
Board Member


10/31/18  
Date

# Highland Meadows West CDD

Payment Authorization: HMW2019-01

Date: 10/31/18

Item #	Vendor/Description	Invoice	Amount
1	<b>Florida Department of Economic Opportunity</b> Special District fee	72988	\$ 175.00 -
2	<b>The Ledger</b> Notice of Meeting Schedule	18-01493K	332.50 -
3	<b>GMS - Central Florida</b> Management fees - July 24-31 Management fees - October	1 4	767.12 4,055.58
4	<b>Hopping Green &amp; Sams</b> General Counsel thru 8/31/18 Series 2018(Phase I) Financing	102838 102839	1,240.62 204.00
5	<b>Egis Insurance</b> Public Official & General Liability Insurance	8255	5,000.00 -
6	<b>Andrew Rhinehart</b> Supervisor fees 9/25 meeting	AR09252018	200.00
7	<b>Lauren Schwenk</b> Supervisor fees 9/25 meeting	LS09252018	200.00
8	<b>Keaton Alexander</b> Supervisor fees 9/25 meeting	KA09252018	200.00
9	<b>Rennie Heath</b> Supervisor fees 9/25 meeting	RH09252018	200.00
10	<b>John Mazuchowski</b> Supervisor fees 9/25 meeting	JM09252018	200.00
TOTAL			<u>\$ 12,774.82</u>

  
Board Member

10/31/18  
Date

# AUDIT COMMITTEE MEETING

## SECTION III

# SECTION A



# **HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS**

**Annual Audit Services for Fiscal Year 2018**  
Polk County, Florida

## **INSTRUCTIONS TO PROPOSE**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Monday, December 10, 2018, at 12:00 P.M.**, at the offices of District Manager, located 135 W. Central Blvd., Suite 320, Orlando, FL 32801. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relive it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit seven (7) copies and one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Highland Meadows West Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2018, 2019, 2020, 2021 & 2022. The District intends to enter into five (5) separate one-year agreements.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

## **AUDITOR SELECTION EVALUATION CRITERIA**

**1. *Ability of Personnel.***

**(20 Points)**

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

**2. *Proposer's Experience.***

**(20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

**3. *Understanding of Scope of Work.***

**(20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. *Ability to Furnish the Required Services.***

**(20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

**5. *Price.***

**(20 Points)**

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

## SECTION B

**HIGHLAND MEADOWS WEST  
COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Highland Meadows West Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the Fiscal Year ending September 30, 2018, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Polk County and has a general administrative operating fund and a debt service fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide seven (7) copies and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 135 W. Central Blvd., Suite 320, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside **"Auditing Services - Highland Meadows West Community Development District."** Proposals must be received by **Monday, December 10, 2018, 12:00 P.M.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Jill Burns  
Governmental Management Services - Central Florida, LLC  
District Manager