

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, November 14, 2018 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

Also, present were:

Jill Burns	District Manager
Sarah Sandy	District Counsel by phone

The following is a summary of the discussions and actions taken at the November 14, 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 the four 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

Approval of Minutes of the September 25, 2018 Board of Supervisors Meeting and Acceptance of the Minutes of the September 25, 2018 Landowners' Meeting

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

On MOTION by Mr. Rhineheart, seconded by Ms. Schwenk, with all in favor, the Minutes of the September 25, 2018 Board of Supervisors Meeting were approved and September 25, 2018 Landowners' Meeting were accepted, as presented.

FOURTH ORDER OF BUSINESS

Appointment of Audit Committee and Chairman

Ms. Burns suggested the Board appoint themselves as the Audit Committee and that Rennie serve as Chairman. Mr. Heath agreed and moved to approve.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, electing the Board as Audit Committee and Mr. Heath as Chairman, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Sandy had nothing further for the Board.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

i. Ratification of Payment of Authorizations #2018-01 and #2019-01

Ms. Burns noted that she only had the ratification of payment authorizations #2018-01 and #2019-01.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Payment of Authorizations #2018-01 and #2019-01, was ratified.

Ms. Burns noted that funding was received a couple weeks prior, and the account was opened and paid. Ms. Burns added the financial reports would be included in next month's agenda.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Schwenk stated she thought they should remove Keaton Alexander from the Board since she was not working for them anymore. Ms. Burns noted they needed a letter of resignation from her.

EIGHTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at 3:02 p.m.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman