

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, December 12, 2018 at 3:05 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 via phone

Also present were:

Jill Burns	District Manager
Sarah Sandy	District Counsel via phone
Roy Van Wyk	District Counsel

The following is a summary of the discussions and actions taken at the December 12, 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 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 November 14, 2018 Board of Supervisors Meeting

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

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, the minutes of the November 14, 2018 Board of Supervisors meeting were approved, as presented.

FOURTH ORDER OF BUSINESS

Acceptance of Audit Committee Recommendation and Selection of #1 Ranked Firm to Provide Auditing Services for Fiscal Year 2018

Ms. Burns stated that the Audit Committee ranked CRI number one, and the motion would authorize the Chairman to execute the agreement once drafted by staff.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, acceptance of Audit Committee recommendation and Selection of #1 Ranked Firm Carr, Riggs & Ingram to provide Auditing Services for Fiscal Year 2018, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposal for Website ADA Compliance

Ms. Burns noted that staff suggested the one-time fee of \$1,750. Ms. Burns stated that there was some language that Roy wanted inserted, so the motion would be approval subject to the addition of language provided by Counsel.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, the Consideration of Proposal for Website ADA Compliance, was approved, subject to the addition of language provided by Counsel.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

i. Balance Sheet and Income Statement

Ms. Burns noted there was no action needed to be taken on those, but she could answer any questions from the Board.

Mr. Heath asked about a charge from the developer for \$20,308. Ms. Burns stated that was a funding request that was most likely issued in the last couple weeks.

ii. Approval of Check Register

Ms. Burns stated there was a check register in the amount of \$17,956.26 and asked for a motion to approve the check register.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor the Check Register totaling \$17,956.26 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.

NINTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at 3:05 p.m.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman