

MINUTES OF MEETING
HIGHLAND MEADOWS WEST
COMMUNITY DEVELOPMENT DISTRICT

The continued meeting of the Board of Supervisors of the Highland Meadows West Community Development District was held on Wednesday, June 19, 2019 at 9:30 a.m. at 346 E Central Ave, Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath
Lauren Schwenk
Andrew Rhinehart
Patrick Marone

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Roy Van Wyk
Patrick Marone
Jane Gaarlandt
Sonali Patil

District Manager
District Counsel
Developer's Office
Davenport Road South CDD
Davenport Road South CDD

The following is a summary of the discussions and actions taken at the June 19, 2019 Highland Meadows West Community Development District 's Continued 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. Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2020**

Ms. Burns noted there is a vacancy on the Board because John Mazuchowski resigned. Ms. Schwenk nominated Patrick Marone to fill the vacant position.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Appointment of Patrick Marone to Fulfill the Board Vacancy, was approved.

B. Administration of Oath to Newly Appointed Supervisors

Ms. Burns administered the oath of office and swore in Mr. Marone.

C. Consideration of Resolution 2019-03 Electing Vice Chairperson

Ms. Burns explained that John Mazuchowski was Vice Chairman, so they needed to appoint another Board member to the position. The Board decided to elect Lauren Schwenk as Vice Chairperson and Patrick Marone as Assistant Secretary.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2019-03 Electing Lauren Schwenk as Vice Chairwoman and Appointing Patrick Marone as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the April 10, 2019
Board of Supervisors Meeting and the
April 23, 2019 Continued Meeting**

Ms. Burns presented the April 10th, 2019 Board of Supervisors meeting and the April 23rd, 2019 continued meeting. She asked for any comments, corrections, or additions to the minutes. The Board had no corrections.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the minutes of the April 10th Board of Supervisors Meeting and April 23rd continued meeting, was approved as presented.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2019-07
Direct Purchase**

Ms. Burns explained that this resolution states that the District would have significant savings and a cost reduction by purchasing materials directly. The resolution would authorize the engineer or manager to sign off on purchase orders.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2019-07 Direct Purchase, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2019-08
Ratifying the Sale of Bonds**

Ms. Burns noted they closed on the bonds a few weeks prior, and this resolution ratifies any of the actions taken by District staff and the Chairman at that bond closing. It confirms the sale of the \$6,385,000 worth of bonds.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2019-08 Ratifying the Sale of Bonds, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Construction
Management Personnel Leasing
Agreement**

Ms. Burns noted this was a Leasing Agreement with the developer to provide certain administrative personnel to assist the manager and District Engineer with the administration and processing of construction related activities. Mr. Heath noted he would abstain from the vote.

On MOTION by Ms. Schwenk seconded by Mr. Rhinehart, with Mr. Marone in favor and Mr. Heath abstaining, the Construction Management Personnel Leasing Agreement, was approved.

EIGHTH ORDER OF BUSINESS**Public Hearing on the Adoption of
Amenity Facility Policies****A. Public Comments and Testimony**

Ms. Burns noted there was an ad placed in the paper for a joint hearing with Davenport South on the adoption of amenity policies.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns asked for any public comments. Hearing none, the next item followed.

On MOTION by Mr. Rhinehart, seconded by Ms. Schwenk, with all in favor, Closing the Public Hearing, was approved.

B. Board Comments

Ms. Burns asked for any comments from the Board. Hearing none, the next item followed.

C. Consideration of Resolution 2019-09 Adopting Amenity Policies

Ms. Burns presented Resolution 2019-09 and noted it would adopt the Amenity Center Policy as well as the fees associated. Ms. Burns asked for any questions or comments on the policies.

On MOTION by Mr. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2019-09 Adopting Amenity Policies, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further to report.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns noted the total amount of the check register was \$5,691.29.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Check Register totaling \$5,691.29, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns presented the financial statements and asked for any questions.

iii. Ratification of Requisitions #4-8

Ms. Burns noted the requisitions had already been signed off by the Chairman and Engineer and funded, they just needed to be ratified.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Requisitions #4-8, were ratified.

iv. Presentation of Number of Registered Voters - 0

Ms. Burns noted there are no registered voters in Highland Meadows West CDD.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Burns asked for comments from the Board, the Board had none.

TWELTH ORDER OF BUSINESS

Adjournment

Ms. Burns noted the next meeting was scheduled for July 10th. The meeting was adjourned.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman