

**MINUTES OF MEETING  
HIGHLAND MEADOWS WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The Meeting of the Board of Supervisors of the Highland Meadows West Community Development District was held on Wednesday, **July 10, 2019** at 3:00 p.m. at 346 E Central Ave, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath  
Lauren Schwenk  
Andrew Rhinehart  
Patrick Marone  
Keaton Alexander

Chairman  
Vice Chairwoman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also, present were:

Jill Burns  
Roy Van Wyk  
Dennis Wood *via phone*

District Manager, GMS  
Hopping Green & Sams  
Wood & Associates

*The following is a summary of the discussions and actions taken at the July 10, 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**

**Approval of Minutes of the June 19, 2019  
Board Meeting**

Ms. Burns presented the June 19<sup>th</sup>, 2019 Board of Supervisors meeting and asked for any comments, corrections, or additions to the minutes. The board had no corrections.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, the Minutes of the June 19, 2019 Board Meeting, was approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

**A. Budget**

**i. Consideration of Resolution 2019-10 Adopting the Fiscal Year 2020 Budget  
and Relating to Annual Appropriations**

Ms. Burns noted the ad was placed for the public hearing and the budget was sent to the county at least 60 days prior to this public hearing date. Ms. Burns asked for a motion to open the public hearing.

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

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

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

Ms. Burns presented Resolution 2019-10 adopting the fiscal year 2020 budget and appropriating funds. She noted the budget would be developer funded for the upcoming year, the total amount is \$265,700. The interlocal agreement with Davenport Road South totals \$48,958. The other operations and maintenance items on the budget are estimates. Ms. Burns asked for any questions or changes to the budget. The board had no changes to the budget.

On MOTION by Ms. Schwenk, seconded by Mr. Rhineheart, with all in favor, Resolution 2019-10 Adopting the Fiscal Year 2020 Budget and Relating to Annual Appropriations, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Developer Funding Agreement for Fiscal Year 2020**

Ms. Burns noted two entities, HMD West and Cassidy Holdings, were entering the Funding Agreement for Fiscal Year 2020. She noted the 266 platted lots will pay 67% of the budget and the 130 lots pay 33%. The board had no questions or changes to the Funding Agreement.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Developer Funding Agreement for Fiscal Year 2020, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Revised Proposal from VGlobal Tech to Include Quarterly Site Audit**

Ms. Burns suggested going with option 2 totaling \$1,450.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Revised Proposal from VGlobal Tech to Include Quarterly Site Audit Option 2 totaling \$1,450, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Acceptance of Fiscal Year 2018 Audit**

Ms. Burns referred to page 21 of the report which contained the summary of the audit. There were no instances of noncompliance and no findings. It was sent to the state by the June 30<sup>th</sup> deadline.

On MOTION by Mr. Heath seconded by Mr. Rhinehart, the Fiscal Year 2018 Audit, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Disclosure of Public Financing**

Ms. Burns noted this will be recorded by the clerk of the courts to notice people of the assessments on the land within the district. It will also be given out to residents at closing as required by statute.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Disclosure of Public Financing, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-11  
Directing the Chairman and District Staff  
to File a Petition Amending District  
Boundaries**

Ms. Burns presented Resolution 2019-11 and noted there was a request from the Developer that their 10 additional acres adjacent to the existing district be annexed into the district. This resolution would authorize district staff to get the petition ready to file.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2019-11 Directing the Chairman and District Staff to File a Petition Amending District Boundaries, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Boundary Amendment  
Funding Agreement**

Ms. Burns noted they would fill in the entity Orchid Terraces Group on the funding agreement and update it.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Boundary Funding Amendment, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing further to report.

**B. Engineer**

Mr. Wood had no further comments or the board. He noted he would have the information for the funding amendment that evening. Mr. Heath stated they need to file an application for the additional 10 acres for a small scale. Mr. Wood stated they have already started the process to annex it to the city. Mr. Heath stated that he would call Mr. Wood after the meeting to further discuss the issue.

**C. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns noted the total amount of the check register through July 1<sup>st</sup> was \$16,686.17.

On MOTION by Mr. Heath seconded by Mr. Rhinehart, with all in favor, the Check Register totaling \$16,686.17, was approved.

**ii. Balance Sheet and Income Statement**

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

**iii. Approval of Fiscal Year 2020 Meeting Schedule**

Ms. Burns presented the Fiscal Year 2020 Meeting Schedule. She noted the dates would stay on the second Wednesday of each month at 3:00 p.m. The board had no changes to the schedule.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Fiscal Year 2020 Meeting Schedule, was approved.

**TWELTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

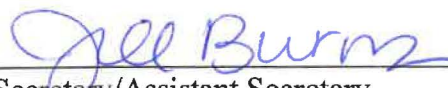
Ms. Burns asked for comments from the board, the board had none.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman