

**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 Thursday, **May 21, 2020** at 10:21 a.m. via Zoom Teleconference.

Present and constituting a quorum:

Rennie Heath  
Lauren Schwenk  
Andrew Rhinehart  
Patrick Marone  
Keaton Alexander

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also, present were:

Jill Burns  
Roy Van Wyk  
Michelle Rigoni  
April Payeur

District Manager, GMS  
Hopping Green & Sams  
Hopping Green & Sams  
Developer's Office

*The following is a summary of the discussions and actions taken at the May 21, 2020 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 five supervisors listed above were in attendance via Zoom, 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 March 19, 2020 Meeting**

Ms. Burns presented the minutes of the March 19, 2020 Board of Supervisors meeting and asked for any comments, corrections to the minutes. The board had no changes.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Minutes of the March 19, 2020 Board Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-13 Approving the Proposed Fiscal Year 2021 Budget (Suggested date August 20, 2020), Declaring Special Assessments, and Setting the Public Hearings for the Fiscal Year 2021 Budget, and the Imposition of Operations & Maintenance Assessments**

Ms. Burns noted that the Davenport Road South CDD budget had been approved with changes as of yesterday. Highland Meadows West has an Interlocal Agreement with Davenport. The number for Highland Meadows West's contribution is \$159,004.84, and that brings the gross per lot assessment to \$729.08. As part of the Interlocal Agreement, if Davenport Road South CDD has unbudgeted expenses, they can bill Highland Meadows West for the difference. Ms. Burns noted that because of the way the agreement works, the Board may want to consider a larger contingency than they may otherwise consider because they do not have control over the Davenport Road South CDD budget, or expenses that may be approved by them. Ms. Burns asked Lauren if they had \$750 in the builder contract, and noted that they could increase the contract to get the \$750 if they wanted. They could leave it how it is and if there were expenses that were not contemplated and were billed to the District, they could always Developer fund and then reimburse from assessments on the next year.

Mr. Heath suggested increasing the contingency to make it \$750. Ms. Burns adjusted the contract to reflect the change to the contingency, making it \$23,650, which would make a per lot assessment of \$749.90. Ms. Burns noted that they are still waiting for the true-up from them for 2019 as well for the actual expenses for the amenity. The agreement contemplates that once they close out their fiscal year, that they true-up the actual amount spent, not the budget amount spent. We could receive money back if they spend less than anticipated, or if they spent more, then Highland Meadows West would have a bill. Ms. Burns asked for any questions. She suggested

setting the Public Hearing for August 20, 2020 at 10:15 a.m. She stated that they will advertise for Zoom and the regular meeting location, at which time they will hold a hearing for the levying of the imposition of special assessments, and the fiscal year 2021 budget.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-13 Approving the Proposed Fiscal Year 2021 Budget as amended, Declaring Special Assessments, and Setting the Public Hearings for the Fiscal Year 2021 Budget and the Imposition of Operations and Maintenance Assessments for August 20, 2020 at 10:15 a.m., was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-14  
Designating a Date, Time, and Location  
for a Landowners' Election and Meeting**

Ms. Burns noted that statute requires that they hold a Landowners' Election on November 3<sup>rd</sup>, which is the first Tuesday of November. The time suggested was 9:40 a.m. at 346 Central Ave., Winter Haven, FL, 33880.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Resolution 2020-14 Designating a Date, Time, and Location for a Landowners' Election and Meeting for November 3, 2020 at 9:40 a.m. at 346 Central Avenue, Winter Haven, FL, was approved.

**SIXTH ORDER OF BUSINESS**

**Ratification of Revised Agreement with  
Navitas Credit**

Ms. Burns stated that there was an existing agreement for playground equipment for Phase 1 that the Board approved. There were a couple of pieces of additional equipment that were ordered after that agreement. Ms. Burns contacted Navitas to have them add the additional equipment to the existing agreement. It was an increase of \$278.36 per month. The term is coinciding with the existing agreement so it's \$278.36 for 40 months, so that's just an amendment to the existing agreement. Ms. Burns stated it was already approved and just needed to be ratified. The Board had no questions.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the Revised Agreement with Navitas for \$278.36, was ratified.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Landscape Maintenance**

**A. Prince & Sons, Inc.**

Ms. Burns stated the total amount of Prince & Sons proposal was \$26,880.

**B. Yellowstone Landscape**

Ms. Burns stated the 2<sup>nd</sup> quote from Yellowstone Landscape was \$62,400. The scope of work was the same for both bids. Ms. Burns suggested going with the lower bid unless any Board member objected to do that.

On MOTION by Ms. Schwenk, seconded by Ms. Alexander, with all in favor, the Proposal for Prince & Sons totaling \$26,880, was approved.

**EIGHTH 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 stated the Check Register was for March 11<sup>th</sup> to May 18<sup>th</sup> totaling \$434,480.06. The Board had no questions.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Check Register for \$434,480.06, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated the financials were in the packet for the Board's review and no action needed to be taken. With no questions from the board, the next item followed.

**iii. Ratification of Summary of Series 2019 Requisitions #64 to #73**

Ms. Burns stated Series 2019 Requisitions #64 through #73, Series 2020 AA2 Requisitions #11 to #28, and Series 2020 AA3 Requisitions #10 to #24 could all be ratified together. All had already been approved previously but needed to be ratified by the board.

**iv. Ratification of Summary of Series 2020 AA2 Requisitions #11 to #28**

**v. Ratification of Summary of Series 2020 AA3 Requisitions #10 to #24**

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Series 2019 Requisitions #64 to #73, Series 2020 AA2 Requisitions #11 to #28, and Series 2020 AA3 Requisitions #10 to #24, were ratified.

**vi. Ratification of Kearney Change Orders #5 and #6 for Orchid Terrace**

Ms. Burns stated that Kearney Change Order #5 and #6 for Orchid Terrace had already been approved but needed to be ratified by the board.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Kearney Change Orders #5 and #6 for Orchid Terrace, were ratified.

**vii. Presentation of Number of Voters – 0**

Ms. Burns noted that they are required to record the number of registered voters in the District as of April 15<sup>th</sup> of each year. There are currently no registered voters in Highland Meadows West.

**NINTH ORDER OF BUSINESS**

**Other Business**

There was no other business.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

May 21, 2020

Highland Meadows West CDD

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman