

**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, **February 18, 2021** at 10:19 a.m. at 346 East Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
Lauren Schwenk
Andrew Rhinehart *via Zoom*
Patrick Marone

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Roy Van Wyk
Clayton Smith

District Manager, GMS
Hopping Green & Sams
GMS

The following is a summary of the discussions and actions taken at the February 18, 2021 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 three supervisors were in attendance at the meeting, constituting a quorum. Mr. Rhinehart attended via Zoom.

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. Administration of Oaths to Elected Board Members (Lauren Schwenk, Keaton Alexander, Patrick Marone)

Ms. Burns stated that Ms. Schwenk and Mr. Marone were sworn in prior to the meeting. Ms. Alexander will be sworn in at another time.

B. Consideration of Resolution 2021-01 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns stated that the Landowner's Election was held on November 3rd. Ms. Schwenk was elected to Seat #2 with 5 votes, Ms. Alexander was elected to Seat #3 with 5 votes, and Mr. Marone was elected to Seat #5 with 4 votes. Ms. Schwenk and Ms. Alexander will serve 4 year terms, and Mr. Marone will serve a 2 year term.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Consideration of Resolution 2021-02 Electing Officers

Ms. Burns stated the current officers can be elected to the same seats. The slate of officers was currently Mr. Heath as Chairman, Ms. Schwenk as Vice Chair, and Ms. Alexander, Mr. Marone, Mr. Flint, and Mr. Rhinehart as Assistant Secretaries. Ms. Burns was elected Secretary. Mr. Flint was appointed Treasurer, replacing Mr. Lovera, and Ms. Katie Costa was appointed Assistant Treasurer, replacing Ms. Burns.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Resolution 2021-02 Electing Officers with Mr. Heath as Chairman, Ms. Schwenk as Vice Chair, Ms. Alexander, Mr. Marone and Mr. Rhinehart as Assistant Secretaries, Mr. Flint as Assistant Secretary/Treasurer, Ms. Burns as Secretary, and Ms. Katie Costa as Assistant Treasurer, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the August 20, 2020 Board of Supervisors Meeting and November 3, 2020 Landowners' Meeting and Election

Ms. Burns presented the minutes of the August 20, 2020 Board of Supervisors meeting and the November 3, 2020 Landowners' meeting and election. Ms. Burns asked for any comments or corrections to the minutes. The Board had no changes.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Minutes of the August 20, 2020 Board of Supervisors' Meeting and the November 3, 2020 Landowners' Meeting and Election, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-03 Declaring Series 2019 Phase 1 Project Complete

Ms. Burns stated this resolution was in the packet with several attachments including the certificate from the District Engineer declaring the project complete. The Board had no questions on the resolution.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-03 Declaring Series 2019 Phase 1 Project Complete, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-04 Declaring Series 2020 Phase 2 and Phase 3

Ms. Burns stated that Resolution 2021-04 that declaring the Series 2020 Phase 2 and Phase 3 was also in the package. The Board had no questions on the resolution.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, Resolution 2021-04 Declaring Series 2020 Phase 2 and Phase 3, was approved.

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SEVENTH ORDER OF BUSINESS

**Consideration of Request for
Qualifications for Engineering Services**

Ms. Burns stated that Mr. Wood is resigning, and this will outline the proposals due Wednesday, March 10th and authorize staff to issue the RFQ and approve the evaluation criteria.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Request for Qualifications for Engineering Services and Allowing Staff to Authorize the RFQ and Approve the Evaluation Criteria, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Documents for Phase 2
Conveyance**

Ms. Burns stated the documents were included in the package including a legal description of all tracts in Phase 2 that will be conveyed. There was some discussion regarding items to be completed at a later time.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Documents for Phase 2 Conveyance, was approved.

NINTH ORDER OF BUSINESS

**Consideration of Documents for Phase 3
Conveyance**

Ms. Burns stated this was in the Board's agenda package and legal descriptions for Phase 3 to be conveyed.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Documents for Phase 3 Conveyance, was approved.

TENTH ORDER OF BUSINESS

**Consideration of Memorandum from
Hopping, Green & Sams Regarding E-
Verify Requirements in 2021**

Ms. Burns stated this memorandum allows the District Manager to enroll the District in the E-Verify system.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Memorandum from Hopping, Green & Sams Regarding E-Verify Requirements in 2021, was approved.

ELEVENTH ORDER OF BUSINESS

**Ratification of Audit Engagement Letter
with CRI for Auditing Services**

Ms. Burns stated this contract with CRI for auditing services was for \$3,000 for the Fiscal Year 2020 audit. This may involve a slight increase due to second bonds.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Audit Engagement Letter with CRI for Auditing Services for \$3,000, was ratified.

TWELTH ORDER OF BUSINESS

**Ratification of the 2021 Data Sharing and
Usage Agreement with Polk County**

Ms. Burns stated this agreement confirms that the District will not disclose exempt parcels to the public.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the 2021 Data Sharing and Usage Agreement with Polk County, was ratified.

THIRTEENTH ORDER OF BUSINESS

**Ratification of Contract Agreement with
Polk County Property Appraiser**

Ms. Burns stated that Polk County requires a new agreement each year. The Board had no questions on the agreement.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Contract Agreement with Polk County Property Appraiser, was ratified.

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FOURTEENTH ORDER OF BUSINESS

**Consideration of Fee Increase Letter for
District Counsel Services from Hopping,
Green & Sams**

Ms. Burns stated this letter was for an increase in District Counsel Services.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Fee Increase Letter for District Counsel Services from Hopping, Green & Sams, was approved.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated that title opinions were received for Phase 2 and Phase 3 conveyances.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

Mr. Smith stated the field report was included in the agenda package. He is getting a quote for the washout area to be corrected. He noted that sod was added to playground.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns stated the check register was from August 14th through February 16th and totaled \$80,457.69. She asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Check Register for \$80,457.69. was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated the financials through January 31st 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. Ms. Burns noted that they are close to fully collected.

iii. Ratification of Funding Requisitions

a. Summary of Series 2019 Requisitions #85 to #87

Ms. Burns presented the Series 2019 Requisitions #85 to #87 and asked that they be ratified by the Board.

b. Summary of Series 2020 AA2 Requisitions #55 to #75

Ms. Burns presented the Series 2020 AA2 Requisitions #55 to #75 and asked that they be ratified by the Board.

c. Summary of Series 2020 AA3 Requisitions #48 to #55

Ms. Burns presented the Series 2020 AA3 Requisitions #48 to #55 and asked that they be ratified by the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Series 2019 Requisitions #85-87, Series 2020 AA2 Requisitions #55-#75, and Series 2020 AA3 Requisitions #48-#55, were ratified.

iv. Ratification of Kearney Change Order #11 for Orchid Terrace

Ms. Burns stated that the Kearney Change Order #10 for Orchid Terrace had already been approved but needed to be ratified by the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Kearney Change Order #10 for Orchid Terrace, was ratified.

SIXTEENTH ORDER OF BUSINESS

Other Business

There was no other business.

SEVENTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

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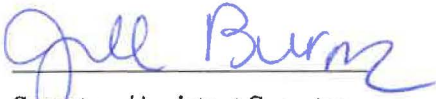
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EIGHTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman