

**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 20, 2021** at 10:15 a.m. at 346 East Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Patrick Marone	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	Hopping Green & Sams
Clayton Smith	GMS
Rey Malave	Dewberry

*The following is a summary of the discussions and actions taken at the May 20, 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.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being no members of the public present, the next item followed.

**THIRD ORDER OF BUSINESS**

**Swearing in of Keaton Alexander**

This item was not addressed, swearing in of Keaton Alexander was added to the next agenda.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the April 15,  
2021 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the April 15, 2021 Board of Supervisors meeting minutes. 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 April 15, 2021 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-05  
Setting the Public Hearing and Approving  
the Proposed Fiscal Year 2022 Budget  
(Suggested Date: August 19, 2021)**

Ms. Burns noted that there are two versions of the budget in your agenda package. The first had the developer contribution capped at \$750 and she stated that they are not going to be using this moving forward. The second version of the budget doesn't reflect the developer contribution. The gross total is \$866.61.

Ms. Burns asked for any comments or corrections to the budget. After Board discussion they came to a consensus to add \$10,000 to the Capital Reserve transfer. The suggested public hearing date was set for August 19, 2021.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-05 Setting the Public Hearing for August 19, 2021 and Approving the Proposed Fiscal Year 2022 Budget with no Developer Contribution, was approved as amended.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal to Provide  
Professional Consulting Services from  
Dewberry**

Ms. Burns noted that the decision on this matter was made at the last meeting. This is just to approve the general services Dewberry will perform.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Proposal to Provide Professional Consulting Services from Dewberry, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing to report.

**B. Engineer**

Mr. Malave had nothing to report.

**C. Field Manager's Report**

Mr. Smith reviewed the field manager's report included in the agenda package.

**D. District Manager's Report**

Ms. Burns noted that she received their first parking complaint. She would continue to monitor that and report back to the Board if there were any more complaints.

**i. Approval of Check Register**

Ms. Burns stated the check register was included in your agenda package. She asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Check Register. was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated the financials are included in the agenda package for the Board's review and no action needed to be taken.

**iii. Ratification of Series 2020 AA3 Requisitions #61 and #62**

Ms. Burns presented the Series 2020 AA3 Requisitions #61 and #62 and asked that they be ratified by the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Series 2020 AA3 Requisitions #61 and #62, were ratified.

**iv. Presentation of Number of Registered Voters – 87**

Ms. Burns noted that as of April 15, 2021 there were 87 registered voters in the District.

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**EIGHTH ORDER OF BUSINESS**

**Other Business**

There was no other business.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**


There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

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



Jill Burn

Secretary/Assistant Secretary



W. K. A. A.

Chairman/Vice Chairman