

**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, **August 19, 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	KE Law Group
Marshall Tindall	GMS
Rey Malave	Dewberry
Margie Lloyd	Dewberry

The following is a summary of the discussions and actions taken at the August 19, 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.

August 19, 2021

Highland Meadows West CDD

FOURTH ORDER OF BUSINESS

**Ratification of Joint Letter from Hopping,
Green & Sams and KE Law Group
Regarding District Counsel
Representation**

Ms. Burns stated that this was signed outside of the meeting and approved. She said it just needed to be ratified by the Board.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Joint Letter from Hopping Green & Sams and KE Law Group Regarding District Counsel Representation, was ratified.

FIFTH ORDER OF BUSINESS

**Consideration of Fee Agreement with KE
Law Group**

Ms. Burns stated the fees in the agreement were the same as they were previously for counsel's services. She offered to answer any questions.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Fee Agreement with KE Law Group, was approved.

SIXTH ORDER OF BUSINESS

**Approval of Minutes of the May 20, 2021
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the May 20, 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 Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Minutes of the May 20, 2021 Board of Supervisors Meeting, were approved.

SEVENTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2022 Budget

Ms. Burns asked for a motion to open the public hearing. She stated that this had been advertised in the paper.

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

i. Consideration of Resolution 2021-06 Adoption of the District's Fiscal Year 2022 Budget and Appropriating Funds

Ms. Burns reviewed the major changes since the last year for the Board. She offered to answer any questions from the Board and asked if there were changes that needed to be made.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-06 Adoption of the District's Fiscal Year 2022 Budget and Appropriating Funds, was approved.

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

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns asked for a motion to open the public hearing. She stated that this had been advertised in the paper.

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

i. Consideration of Resolution 2021-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated that this was included in the Board member's packets. She stated that this resolution imposes the Operations & Maintenance based on the budget that was just approved and certifies the assessment roll that they send to the county. She offered to answer any questions. Hearing none,

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-08 Designating Date, Time, and Location for Fiscal Year 2022 Meetings

Ms. Burns stated that the proposed schedule was the third Thursday of each month at 10:30 a.m. She also stated that the location was moved to the Holiday Inn.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-08 Designating Date, Time, and Location for Fiscal Year 2022 Meetings, was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2021-09 Re-Designating Registered Agent for the District

Ms. Burns stated that Mr. Van Wyk and Hopping Green & Sams were previously the registered agent, and this resolution would change the registered agent to Ms. Burns and her office. She elaborated that this meant that any correspondence with the state would get sent to her office.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-09 Re-Designating Registered Agent for the District, was approved.

TENTH ORDER OF BUSINESS

Consideration of Series 2019 Arbitrage Rebate Report

Ms. Burns stated that the District is required to demonstrate that they do not earn more interest than they pay. The report states that there is not more interest being earned than being paid. She offered to answer any questions.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Series 2019 Arbitrage Rebate Report, was approved.

ELEVENTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2020 Audit Report

Ms. Burns stated that there were no instances of non-compliance and no findings. This was considered a clean audit. It has been submitted to the state.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the Fiscal Year 2020 Audit Report, was approved.

TWELTH 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

i. Consideration of Proposals for Annual Re-Mulching

Mr. Smith reviewed the field manager's report included in the agenda package. Mr. Tindall proposed that the Board see if there were funds in the budget available for mulch updates. The Board agreed with the quote from Prince & Sons mulch.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Proposal for Annual Re-Mulching with Prince & Sons, was approved.

ii. Consideration of Landscape Contract Renewal and Price Adjustment (to be provided under separate cover)

Mr. Tindall stated that this contract renewal included the new area at the dog stations and included two additional fertilizing's per year. Mr. Van Wyk's office will be drafting a contract amendment.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Landscape Contract Renewal and Price Adjustment, was approved.

D. District Manager's Report

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 Mr. Marone, 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:

a) **Series 2020 AA3 Requisitions #63 and #64**

b) **Ratification of Series 2020-A2 FY 21 Funding Requests #1 to #5**

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

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Series 2020 AA3 Requisitions #63 and #64, and Series 2020 A-2 Fiscal Year 2021 Funding Requests #1 to #5, were ratified.

THIRTEENTH ORDER OF BUSINESS

Other Business

There was no other business.

FOURTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

August 19, 2021

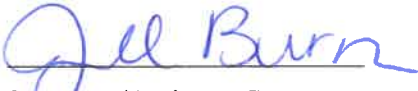
Highland Meadows West CDD

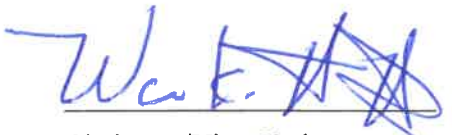
FIFTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman