

**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, **November 18, 2021** at 10:30 a.m. at The Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath (<i>resigned during meeting</i>)	Chairman
Lauren Schwenk (<i>resigned during meeting</i>)	Vice Chairman
Patrick Marone	Assistant Secretary
Andrew Rhinehart	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Marshall Tindall	GMS
Clayton Smith	GMS
Rey Malave	Dewberry
Margie Lloyd	Dewberry
Bobbie Henley	Elected as Supervisor
Christine Aviles	Elected as Supervisor

The following is a summary of the discussions and actions taken at the November 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 four Supervisors were in attendance at the meeting, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present. Mr. Rennie Heath resigned from the Board of Supervisors at this time.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Accepting the Resignation of Supervisor Rennie Heath, was approved.

Ms. Bobbie Henley was nominated to be elected to the Board at this time.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Nomination of Bobbie Henley to the Board of Supervisors, was approved.

Ms. Bobbie Henley was sworn in at this time by Ms. Burns.

THIRD ORDER OF BUSINESS

Swearing in of Keaton Alexander

This item was not addressed, the swearing in of Keaton Alexander will be added to the next agenda. At this time, Ms. Schwenk resigned from the Board of Supervisors.

On MOTION by Mr. Marone, seconded by Ms. Henley, with all in favor, the Resignation of Supervisor Lauren Schwenk, was approved.

Ms. Christine Aviles was nominated to be elected to the Board at this time.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, the Nomination of Christine Aviles to the Board of Supervisors, was approved.

Ms. Christine Aviles was sworn in by Ms. Burns.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2022-02
Appointing Officers – ADDED**

Ms. Burns stated that they needed to re-elect officers. The Board decided that Mr. Marone will serve as Chairman, Ms. Henley will be Vice-Chairman, and Ms. Aviles, Mr. Rhinehart, and

November 18, 2021

Highland Meadows West CDD

Ms. Alexander will be Assistant Secretaries along with George Flint from GMS. Ms. Burns stated that she will serve as Secretary.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, Resolution 2022-02 Appointing Officers, was approved.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the August 19, 2021 Board of Supervisors Meeting

**This item was not discussed and will be added to the next agenda.*

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-01 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings

Ms. Burns stated that this would allow the District to save costs on advertising by not having to place monthly meeting ads in the paper.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Resolution 2022-01 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Engagement Letter for Fiscal Year 2021 Audit Services

Ms. Burns stated that this was with CRI and the total was \$3,000.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, the Engagement Letter for Fiscal Year 2021 Audit Services, was approved.

EIGHTH ORDER OF BUSINESS

Discussion Regarding Street Parking

Ms. Burns stated that they did not have any street parking or towing enforcement rules in place and there have been some complaints about cars parked on both sides of the road and trash not being able to come and pick up. There were also problems with getting mail from the mailbox. The Board decided to set a public hearing for January 20, 2022 at 10:30 a.m. so a policy can be

adopted at that time. The Board would like Clayton to order parking spot signs by the mailboxes in the meantime.

On MOTION by Mr. Marone, seconded by Ms. Henley, with all in favor, Setting a Public Hearing Date on January 20, 2022 Regarding Street Parking, and Authorizing Signage to be Ordered, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memorandum Regarding Wastewater Services and Stormwater Management Needs Analysis

Mr. Van Wyk stated this memorandum did not require action and that they could discuss it if the Board had any questions.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

Mr. Smith reviewed the Field Manager's Report that is included in the agenda for the Board and offered to answer any questions that they had.

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. Rhinehart, seconded by Ms. Henley, 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. The financials were through September 30th, 2021.

November 18, 2021

Highland Meadows West CDD

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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



Secretary/Assistant Secretary



Chairman/Vice Chairman