

**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, **January 20, 2022** at 10:30 a.m. at The Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Patrick Marone	Chairman
Bobbie Henley	Vice Chairman
Christine Aviles	Assistant Secretary
Keaton Alexander <i>by Zoom</i>	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

*The following is a summary of the discussions and actions taken at the January 20, 2022 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 attended the meeting, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that there were no public comments at this time, and the next item followed.

**THIRD ORDER OF BUSINESS**

**Swearing in of Keaton Alexander**

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

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the August 19, 2021 and November 18, 2021 Board of Supervisors Meetings**

Ms. Burns asked for any questions, comments, or corrections on the August 19, 2021 and November 18, 2021 minutes. There being none, she asked for a motion of approval.

On MOTION by Mr. Marone, seconded by Ms. Aviles, with all in favor, Minutes of the August 19, 2021, and November 18, 2021 Board of Supervisors Meetings, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of Parking Policies and Rules for the District**

Ms. Burns stated that this public hearing was advertised in the paper and asked for a motion to open the hearing.

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

Ms. Burns noted that the parking policies were included in the agenda package. There have been some complaints from residents regarding the issue of cars being parked on both sides of the road that was preventing access and clogging up the roads as well as residents who were parking overnight in long term at mailbox spots preventing residents from being able to have those spots available to pick up their mail. Ms. Burns then opened the discussion for public comments. There being none, the next item followed.

**i. Consideration of Resolution 2022-03 Adopting the Parking Policies and Rules for the District**

Ms. Burns noted that these are the standard sets of rules they have used in the past with other Districts that allows for parking on the odd side of the road only, commercial vehicles are not allowed to park over night from 10:00 p.m. to 6:00 a.m., and violators are subject to towing.

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They will remove the portion of the policy allowing a special permit for overnight parking due to the fact that they share an amenity center with another district. They will also add that the mailbox spots are five-minute parking only.

On MOTION by Mr. Marone, seconded by Ms. Henley, with all in favor, Resolution 2022-03 Adopting the Parking Policies and Rules for the District, was approved as amended.

**ii. Consideration of Towing Services Agreement with S&S Towing**

Ms. Burns stated that this is a vendor they use at other nearby Districts, so they can patrol regularly. Signage will be posted at the entrance of the communities and District manager will send mailed notice about the new parking policies.

On MOTION by Ms. Henley, seconded by Ms. Aviles, with all in favor, the Towing Services Agreement with S&S Towing, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

**SIXTH ORDER OF BUSINESS**

**Consideration of 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns reported that this agreement states that their office will not include exempt parcels during a public records request.

On MOTION by Mr. Marone, seconded by Ms. Henley, with all in favor, the 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

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**SEVENTH ORDER OF BUSINESS**

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

Ms. Burns noted that Polk County requires an annual renewal of this agreement which allows the District to collect assessments on the November tax bill coming up this year.

On MOTION by Ms. Henley, seconded by Mr. Marone, with all in favor, the Contract Agreement with Polk County Property Appraiser, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing further for the Board.

**B. Engineer**

Mr. Malave had nothing further for the Board.

**C. Field Manager's Report**

Mr. Tindall reviewed the Field Manager's Report that is included in the agenda for the Board and offered to answer any questions that they had. Hearing none, the next item followed.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns stated the check register was included in the agenda. The total is \$370,866 from November 16<sup>th</sup> to January 12<sup>th</sup>.

On MOTION by Mr. Marone, seconded by Ms. Aviles, 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.

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**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

For the record, Keaton Alexander was in attendance via Zoom.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

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

*Jill Burns*

Secretary/Assistant Secretary

*J. Fry*

Chairman/Vice Chairman