

**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 Wednesday, **May 18, 2022** at 2:46 p.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
Andrew Rhinehart	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>by Zoom</i>	KE Law Group
Marshall Tindall	GMS
Rey Malave	Dewberry
Lisa Kelley	Dewberry
Lindsey Roden	Nominated to the Board
Jessica Kowalski	Nominated to the Board
Daniel Arnette	Nominated to the Board
Justin Frye	Nominated to the Board

The following is a summary of the discussions and actions taken at the May 18, 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

Organizational Matters

A. Acceptance of Resignations from Christine Aviles and Keaton Alexander

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Ms. Burns stated that they had received two letters of resignation from Christine Aviles and Keaton Alexander. She asked for motion to accept both letters of resignation.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, Acceptance of Resignations from Christine Aviles and Keaton Alexander, was approved.

B. Appointments to Fill the Vacant Board Seats

Ms. Burns stated that there were two vacancies on the Board. She noted that the first was seat 3 that Keaton Alexander previously held. That seat has a term until 2024. She asked if they had a nomination to name someone to that seat.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Appointing Lindsey Roden to Seat 3, was approved.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Appointing Jessica Kowalski to Seat 2, was approved.

C. Administration of Oaths of Newly Appointed Supervisors

Ms. Burns swore in newly appointed Supervisors Lindsey Roden and Jessica Kowalski. Mr. Marone stated that he would like to offer his resignation. Ms. Burns asked for motion of approval.

On MOTION by Mr. Rhinehart, seconded by Ms. Henley, with all in favor, Resignation from Patrick Marone, was approved.

Ms. Burns stated that leaves a vacancy on the Board and asked if there was a nomination to fill the vacancy. Mr. Rhinehart nominated Justin Frye.

On MOTION by Mr. Rhinehart, seconded by Ms. Kowalski, with all in favor, Appointing Justin Frye to the Board of Supervisors, was approved.

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Ms. Burns swore in the newly appointed Supervisor Justin Frye. Mr. Rhinehart stated that he would like to submit his resignation to the Board. Ms. Burns asked for motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Resignation from Andrew Rhinehart, was approved.

Daniel Arnette was nominated to fill the vacant seat. Ms. Burns swore him into office. Ms. Burns stated that she would address the Sunshine Law update at the end of the meeting.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Appointing Daniel Arnette to the Board of Supervisors, was approved.

D. Consideration of Resolution 2022-04 Appointing Assistant Secretaries

This item was not needed.

E. Consideration of Resolution 2022-05 Electing Officers

Ms. Burns stated that they needed to redo all the officers and that they needed to appoint a Chair, Vice Chair, and three Supervisors as Assistant Secretaries. Justin Frye nominated himself to be Chairman. Bobbie Henley was nominated as Vice Chair. Jessica Kowalski, Lindsey Roden, and Daniel Arnette were nominated as Assistant Secretaries. She noted that the other officers would remain the same. Jill Burns as Secretary, George Flint as an Assistant Secretary, and Katie Neale is Treasurer.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2022-05 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the January 20,
2022 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections on the January 20, 2022. There being none, she asked for a motion of approval.

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On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Minutes of the January 20, 2022 Board of Supervisors Meetings, were approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2022-06 Approving the Proposed Fiscal Year 2022/2023 Budget (Suggested Date: August 18, 2022), Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operations and Maintenance Assessments**

Ms. Burns stated that Resolution 2022-06 was included in the package and the date suggested was August 18th at the regular meeting time on Thursdays at 10:30 a.m. at the Holiday Inn. She noted that the budget was included in their package. She noted that all 442 lots were assessed and collected on roll last year. She stated that there were a few changes to the budget. The overall admin portion went down from the current year. They were able to decrease the legal advertising now that they don't have to do an ad for every single meeting.

Ms. Burns stated that the next change was for the field expenses. She stated that this District has an Interlocal Amenity Agreement with Davenport Road South CDD, so all the residents in this District use the facility in Davenport Road South. She noted that Davenport Road South adopts a budget and then this District pays a prorated portion of all the amenity items for that budget. She noted that the increase to the Interlocal Amenity Agreement was going up about \$15,000. She stated that the reason for that increase was because Davenport Road South has had a lot of vandalism issues and issues at the pool, so they added security for the upcoming year to be able to staff that pool on a limited basis to hopefully take care of some of the problems. She noted that the total amount of that was about \$33,000 and the \$15,000 is basically this District's share of that.

Ms. Henley asked if the security would be shared with other communities. Ms. Burns stated that the security was working only at the Davenport Road South facility, but the residents in this District use that facility and the way the interlocal agreement works is that it is based on the per lot split. She noted that it was based on the number of platted lots within each community.

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Ms. Burns stated that the other increase was landscape replacement. She noted that it was \$7,500 for this year. They have increased that to \$18,000 to be able to account for one-time mulch and some plant replacements now that the community was starting to age a little bit. She noted that other than that, the only other change was an increase to the capital reserves. She stated that they only had \$5,000 set aside. She stated that this District owns the roads within the community, so they needed to start building long-term reserves, so that when they need to repave the roads, that would be more of a sufficient line item for going forward.

Ms. Burns stated that the current year assessment was \$890.94. She noted that this budget would be \$1,057.59 per unit, which is an increase of \$166.65 per unit. She stated that the majority of that was the capital reserve, and their portions of security. Those were really the major changes. She stated that this sets their cap amount, and they would send mailed notice to all 442 owners to notify them that there was a proposed increase of \$166.65 on their annual O&M assessment. She noted that then the owners would have the option to come to the public hearing in August and they will be able to provide input to the Board. Based on any comments that the owners may have, the Board could reduce it from there, but they wouldn't be able to go higher. She asked for any questions or changes to the budget. Hearing none,

On MOTION by Mr. Frye, seconded by Ms. Roden, with all in favor, Resolution 2022-06 Approving the Proposed Fiscal Year 2022/2023 Budget, Declaring Special Assessments, and Setting the Public Hearing for Thursday, August 18, 2022 at 10:30 a.m. at the Holiday Inn in Winter Haven, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Arbitrage Rebate Reports

A. Series 2020A Assessment Area 2 Project

B. Series 2020A Assessment Area 3 Project

Ms. Burns stated that this was a report that was required by the Trust Indenture under internal revenue code. The District has to demonstrate that it does not earn more interest than it pays. She referenced page 4 of each of those reports and stated that was where they would note the negative arbitrage amounts showing that they do not earn more interest than they pay.

On MOTION by Ms. Henley, seconded by Mr. Frye, with all in favor, the Arbitrage Rebate Reports for Series 2020A Assessment

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Area 2 Project and Series 2020A Assessment Area 3 Project, were approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-07
Authorizing the Use of Electronic
Documents and Signatures**

Ms. Burns noted that this would allow the District to utilize DocuSign for the majority of the Districts resolutions and agreements.

On MOTION by Mr. Frye, seconded by Ms. Kowalski, with all in favor, Resolution 2022-07 Authorizing the Use of Electronic Documents and Signatures, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further for the Board.

B. Engineer

i. Ratification of Stormwater Management Analysis Proposal

Mr. Malave stated that the report was almost complete and that he should have it within the next two or three weeks. Ms. Burns stated that Rennie signed off on the proposal outside of the meeting due to the timing that it is due by June 30, 2022.

On MOTION by Ms. Henley, seconded by Mr. Frye, with all in favor, a Not to Exceed \$15,000 for Stormwater Management Analysis Proposal, was ratified.

Mr. Arnette asked Mr. Malave when these were due. Mr. Malave and Ms. Burns responded that they were due June 30, 2022 to the county. Mr. Malave stated that they were going to be putting them all together and send them all in at the same time to each of the counties. He stated that he would have a draft to them in a couple of weeks so that they could look over it.

C. Field Manager's Report

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Mr. Tindall stated that there were a couple of minor things that they needed to look at in the future, but nothing that has to be addressed at this meeting. The first thing he addressed was the parking signs installed at the mailboxes and the signs at the community entrances. The next thing to discuss was the Tract A access with the fence and housing in place, which was restricting access to Tract A. He mentioned making plans with the developer and the builders to put a land bridge down the wall. He stated that they would need to put some proposals together for the next meeting to consider that as an option.

Ms. Burns asked where they were getting in before and asked if it was in the area of the home before the home was there. Mr. Tindall stated yes. Mr. Van Wyk asked if they had an easement on that parcel of land. Mr. Malave stated yes, they had an easement. Mr. Van Wyk and Mr. Malave suggested that they should make them put in a gate. Mr. Malave asked if they could show them where they were going to put the gate.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns stated the check register was included in the agenda. The total is \$16,842.33 from April 11th to May 10th.

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

ii. Balance Sheet and Income Statement

Ms. Burns stated the financials were included in the agenda package for the Board's review through March 31st and no action needed to be taken.

iii. Presentation of Number of Registered Voters – 331

Ms. Burns stated that they were required to determine the number of registered voters as of April 15 of each year. She stated that the total number of registered voters in Highland Meadows West was 331. She noted that the reason why they were required to determine that number was because if the District has been established for at least six years and has at least 250 registered voters, then that starts the threshold for turnover to residents. She noted that this District was

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established on July 10th of 2018. She stated that they had tripped the threshold of 250, but they had not tripped the threshold of being established at least six years.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

On MOTION by Mr. Frye, seconded by Mr. Arnette, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Daniel Arnette

Chairman/Vice Chairman