

**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, **August 18, 2022** at 10:30 a.m. at The Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Daniel Arnette
Bobbie Henley
Jessica Kowalski

Chairman
Vice Chairman
Assistant Secretary

Also, present were:

Jill Burns
Tricia Adams
Lauren Gentry
Molly Banfield
Marshall Tindall

District Manager, GMS
GMS
KE Law Group
Dewberry (via Zoom)
GMS

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

August 18, 2022

Highland Meadows West CDD

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Justin Frye

Ms. Burns stated that they had a letter of resignation from Justin Frye.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Acceptance of Resignation from Justin Frye, was approved.

B. Appointments to Fill the Vacant Board Seat #5

Ms. Burns asked for a nomination for fill the vacant Board seat. Jessica Petrucci was nominated to fill vacant seat #5.

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

C. Administration of Oath of Newly Appointed Supervisor

Ms. Burns stated that Jessica Petrucci was not in attendance of this meeting, so they would swear her in later.

D. Consideration of Resolution 2022-08 Electing Officers

Ms. Burns stated that Daniel Arnette was Chair, Bobbie Henley was Vice Chair, Tricia Adams and other Board members were Assistant Secretaries, and Jill Burns was Secretary.

On MOTION by Mr. Arnette, seconded by Ms. Henley, with all in favor, Resolution 2022-08 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the May 18, 2022
Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections on the May 18, 2022 Board of Supervisors meeting minutes. There being none, she asked for a motion of approval.

On MOTION by Ms. Henley, seconded by Mr. Arnette, with all in favor, the Minutes of the May 18, 2022 Board of Supervisors Meetings, were approved.

August 18, 2022

Highland Meadows West CDD

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2023 Budget

Ms. Burns stated that this public hearing had been advertised in the paper.

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

Ms. Burns stated that there were no members of the public present or joining via Zoom.

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

i. Consideration of Resolution 2022-09 Adopting the District's Fiscal Year 2023 Budget and Appropriating Funds

Ms. Burns stated that there were not a lot of changes since the Board saw this budget when they approved it preliminarily. She noted that their current assessment amount per lot was \$890.94. She explained that this budget increased to \$1,060.11, which was an increase of \$166.65 per unit. The increases were for the interlocal amenity improvement. She noted that this District shared a facility with another District. She stated that this was the increase share for those amenity related costs. She noted that they increased the landscape replacement to deal with some aging landscaping, mulching, and other projects that needed to be done. She explained that the biggest increase was to the capital reserve. She noted that previously they had allocated \$5,000. She further explained that now that they needed to start budgeting for long term reserves, they had to increase that to \$50,000.

On MOTION by Ms. Henley, seconded by Mr. Arnette, with all in favor, Resolution 2022-09 Adopting the District's Fiscal Year 2023 Budget and Appropriating Funds, was approved.

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

Ms. Burns stated that this public hearing had been advertised in the paper and a mailed notice had been sent out to all property owners within the community as well.

August 18, 2022

Highland Meadows West CDD

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

Ms. Burns stated that there were no members of the public present or joining via Zoom.

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

i. Consideration of Resolution 2022-10 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated that Resolution 2022-10 was included in the agenda package for review. She noted that there was a copy of the assessment roll included in the package as well and that it shared the debt and operations and maintenance for each of the parcels. She noted that all the lots in this community were platted and being collected on roll. She noted that there were no direct collect assessments here.

On MOTION by Ms. Henley seconded by Mr. Arnette, with all in favor, Resolution 2022-10 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-11 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023

Ms. Burns stated that this resolution was included in the agenda package for review. She noted that the schedule was the third Thursday at 10:00 a.m.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Resolution 2022-11 Designating the Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023 for the Third Thursday at 10:00 a.m., was approved.

August 18, 2022

Highland Meadows West CDD

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-12
Designating a Date, Time, and Location
for a Landowners' Meeting and Election**

Ms. Burns stated that they needed to hold the date for this meeting until November. She noted that November 17, 2022 at 10:00 a.m. would line up with the District's regular monthly meeting date.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Resolution 2022-12 Designating the Date, Time, and Location for a Landowners' Meeting and Election on November 17, 2022 at 10:00 a.m., was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Series 2019 Arbitrage
Rebate Report**

Ms. Burns noted that under the internal revenue code, the District was required to demonstrate that they do not earn more interest than they pay. She referred to page 4 of the agenda package which showed the negative arbitrage amount. She stated that if anyone had any questions on this report, she would be happy to answer them. She noted that this was an annually required report for the bonds.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Accepting the Series 2019 Arbitrage Rebate Report, was approved.

NINTH ORDER OF BUSINESS

**Presentation of Fiscal Year 2021 Audit
Report**

Ms. Burns noted that on page 29 of the agenda package was the report to management and that there were no instances of non-compliance and no findings. She stated that the report had been submitted to the state.

On MOTION by Mr. Arnette, seconded by Ms. Henley, with all in favor, Accepting the Fiscal Year 2021 Audit Report, was approved.

August 18, 2022

Highland Meadows West CDD

TENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Gentry had nothing to report for the Board.

B. Engineer**i. Ratification of Stormwater Management Analysis Report**

Ms. Banfield referred to the stormwater management report in the agenda package for the Board to review. She noted that they did get it submitted to the county by the deadline and that they were in compliance with the state statute.

On MOTION by Mr. Arnette, seconded by Ms. Henley, with all in favor, Stormwater Management Analysis Report, was ratified.

C. Field Manager's Report

Mr. Tindall reviewed the field manager's report to the Board. The first item he reviewed was the completed items which included the regular playground inspections, the review and monitor of the site with the landscaper, the replacement of the damaged mounting bracket on the mailbox parking signs, and the installation of the private property signs that were adjacent to Lassen Street playground to discourage the foot traffic through the private lots. He reviewed the in-progress items which included the lighting on Lassen Street that was having problems, they're working to coordinate with Duke to make the needed repairs, they're working to replace the street signs with typos, and they're gathering proposals for the sod gaps.

i. Consideration of Sod Gap Proposals

Mr. Tindall stated that these proposals were for the area around Denali Street. He noted that he had proposals from two landscaping companies. He recommended to go with the one from Stewart & Associates Property Services, Inc. He noted that they had some money in contingency and landscape replacement currently for this year. He stated that he knew that they were still pending on mulch. He stated that Stewart & Associates came in at \$6,835. Ms. Burns added that they have \$7,500 in the landscape replacement budget that they could use.

August 18, 2022

Highland Meadows West CDD

On MOTION by Ms. Henley, seconded by Mr. Arnette, with all in favor, Accepting the Sod Gap Proposal of \$6,835 from Stewart & Associates Property Services, Inc., was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns stated the check register was included in the agenda for review. The total is \$163,958.63 from May 11th to August 9th.

On MOTION by Ms. Henley, 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 June 30th and no action needed to be taken.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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

Tricia Adams
Secretary/Assistant Secretary

Daniel Arnette
Chairman/Vice Chairman