

**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, **May 18, 2023** at 10:00 a.m. at The Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Bobbie Henley	Vice Chair
Jessica Kowalski	Assistant Secretary
Jessica Petrucci	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, KVV Law
Molly Banfield <i>joined meeting in progress</i>	District Engineer
Marshall Tindall	Field Services Manager, GMS

The following is a summary of the discussions and actions taken at the March 16, 2023 Highland Meadows West Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and stated that four Board members were in attendance, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams noted that no members of the public were present nor were any members attending on Zoom to provide comments.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the March 16, 2023 Board of Supervisors Meeting

Ms. Adams asked for any corrections on the March 16, 2023 Board of Supervisors meeting minutes. The Board had no changes to the minutes.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, the Minutes of the March 16, 2023 Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS

Approval of Resolution 2023-03 Approving the Fiscal Year 2024 Budget and Setting a Public Hearing

Ms. Adams stated this is a budget being proposed with a level assessment, with the public hearing being scheduled at the regular meeting date. Mr. Van Wyk asked if there were any questions with respect to the budget. The Board had no questions.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, to approve Resolution 2023-03 Approving the Fiscal Year 2024 Budget and Setting a Public Hearing.

FIFTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2022 Draft Financial Audit Report

Ms. Adams stated this is being presented as a clean audit, there are no deficiencies. The management letter asserts that the District is in compliance with accounting standards and there are no current or prior year findings nor conditions of financial emergencies.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, to accept the Fiscal Year 2022 Draft Financial Audit Report.

SIXTH ORDER OF BUSINESS

Acceptance of Arbitrage Rebate Reports Series 2020 A2 and A3.

Ms. Adams stated that respectively you will see there is no arbitrage issue and therefore the District does not have a concern.

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On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, to accept the Arbitrage Rebate Reports Series 2020 A2 and A3.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing to report.

B. Engineer

Ms. Adams stated there is Work Authorization 2023-01 from Dewberry in the amount of \$2,000 for the annual engineers inspection to be in compliance with bond indentures. Ms. Adams asked Ms. Banfield if she had anything additional. Ms. Banfield had no further comments.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, to approve Work Authorization 2023-01.

C. Field Manager's Report

Ms. Adams stated the need for the ratification of the proposal from Prince & Sons to replace oak trees. Unfortunately, a matter came up with the City of Haines City regarding landscape compliance, we are giving this the utmost attention. There were some areas that are owned and maintained by the District; there are six trees that needed to be replaced. The total amount was \$3,925. We did get authorization from Chairman Arnette to proceed with the replacement.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, to ratify the proposal from Prince & Sons to Replace Oak Trees.

D. District Manager's Report

i. Approval of Check Register

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Ms. Adams stated the check register was included in the agenda was from March 8th to April 10th, 2023. The total amount is \$125,771.30. Ms. Adams asked if there were any questions. The Board had no questions.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Check Register for \$125,771.30, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams stated the balance and income statement was included in the agenda for informational purposes. Also included for informational purposes provided is 617 registered voters that is required to be reported annually.

EIGHTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS Adjournment

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

Tricia Adams
Secretary/Assistant Secretary

Bobbie Henley
Chairman/Vice Chairman