

***Highland Meadows West
Community Development District***

Agenda

January 16, 2024

AGENDA

Highland Meadows West Community Development District

219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

January 9, 2024

**Board of Supervisors
Highland Meadows West
Community Development District**

Dear Board Members:

A meeting of the Board of Supervisors of the **Highland Meadows West Community Development District** will be held **Tuesday, January 16, 2024 at 9:30 AM** at the **Holiday Inn—Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880**

Those members of the public wishing to attend the meeting can do so using the information below:

Zoom Video Link: <https://us06web.zoom.us/j/83984984939>

Call-In Information: 1-646-931-3860 **Meeting ID:** 839 8498 4939

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the November 21, 2023 Audit Committee and Board of Supervisors Meetings
4. Public Hearing
 - A. Public Hearing Amending and Restating Current Parking Rules
 - i. Consideration of Resolution 2024-02 Amending Parking Policies and Rules for the District
5. Ratification of Data Sharing and Usage Agreement with Polk County Property Appraiser
6. Staff Reports
 - A. Attorney
 - i. Review of Ethics Training Memo
 - B. Engineer
 - C. Field Manager's Report
 - D. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
7. Other Business
8. Supervisors Requests
9. Adjournment

MINUTES

**MINUTES OF MEETING
HIGHLAND MEADOWS WEST
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Highland Meadows West Community Development District was held on Tuesday, **November 21, 2023** at 9:30 a.m. at The Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present were:

Bobbie Henley
Jessica Kowalski
Lindsey Roden
Jessica Petrucci

Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also, present were:

Tricia Adams
Monica Virgen
Meredith Hammock *via Zoom*
Marshall Tindall
Rey Malave *via Zoom*
Chace Arrington *via Zoom*

District Manager, GMS
District Manager, GMS
District Counsel, KVV Law
Field Services Manager, GMS
District Engineer
District Engineer

The following is a summary of the discussions and actions taken at the November 21, 2023 Highland Meadows West Community Development District's Audit Committee 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.

THIRD ORDER OF BUSINESS

Approval of Minutes of the October 17, 2023 Audit Committee Meeting

Ms. Adams presented the meeting minutes from the October 17, 2023 Audit Committee Meeting and asked for any corrections, comments, or questions. She also noted that the minutes have been reviewed by District Counsel and District Management. Hearing no comments or corrections, Ms. Adams asked for a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes of the October 17, 2023 Audit Committee Meeting, were approved.

FOURTH ORDER OF BUSINESS

Review of Proposals and Tally of Audit Committee Members Rankings

- A. Grau & Associates**
- B. DiBartolomeo, McBee, Hartley & Barnes**
- C. Carr, Riggs & Ingram**

Ms. Adams noted that the Board authorized staff to publish and release a request for auditing services at the last meeting and as a result Ms. Adams presented three audit proposal as listed above. The Board ranked the three firms with the Board approved criteria. Ms. Adams noted that the price criterion on the ranking sheet was already filled in with the five-year contracted amount with Gray & Associates at \$28,500, DiBartolomeo at \$15,300, and Carr, Riggs & Ingram at \$47,500. She then summarized the point calculation with the lowest bid receiving the full 20 points, the next lowest bid from Grau & Associates with 10.73 points, and Carr at 6.44 points and noted that price will most likely be the biggest differentiator. The Board and staff discussed their options and filled out the ranking sheet with 20-points across the board in all the categories besides price. As a result of the Board’s ranking, DiBartolomeo was ranked #1, Grau & Associates ranked #2, and Carr, Riggs, & Ingram ranked #3.

On MOTION by Ms. Petrucci, seconded by Ms. Kowalski, with all in favor, Review of Proposal and Tally of Audit Committee Members Rankings with DiBartolomeo Ranked #1, was approved.

FIFTH ORDER OF BUSINESS

Adjournment

Ms. Adams asked for a motion to adjourn the Audit Committee meeting.

November 21, 2023

Highland Meadows West CDD

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

**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 Tuesday, **November 21, 2023** at 9:42 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
Lindsey Roden	Assistant Secretary
Jessica Petrucci	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Monica Virgen	District Manager, GMS
Meredith Hammock <i>via Zoom</i>	District Counsel, KVV Law
Marshall Tindall	Field Services Manager, GMS
Rey Malave <i>via Zoom</i>	District Engineer
Chace Arrington <i>via Zoom</i>	District Engineer

The following is a summary of the discussions and actions taken at the November 21, 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.

THIRD ORDER OF BUSINESS**Approval of Minutes of the October 17, 2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes from the October 17, 2023 Board of Supervisors meeting and asked for any comments, questions, or corrections. She noted that the minutes had been reviewed by District Counsel and District Management. Hearing no corrections, she asked for a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes of the October 17, 2023 Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2024-01 to Schedule Rule Hearing January 16, 2024 to Amend and Restate Parking Rules**

Ms. Adams noted that there have been some complaints brought to field services staff, as well as to the District Manager's attention, from patrons of the District regarding members of the public overusing the mailbox parking area. They think maybe students of a nearby school are utilizing those spots and parking there all day. She noted an option to consider would be to amend the District's parking rules to impose a time limit on certain parking spaces. For mailbox parking that could be approximately five minutes or less. District Counsel has confirmed that the District does have the ability to impose a time limit but in order to impose that rule, a public hearing needs to be held. Resolution 2024-01 would schedule a rule hearing for January 16, 2024 for a time to review the revised parking rules as well as the revised parking map with the suggested time limits for each area.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, Resolution 2024-01 to Schedule Rule Hearing January 16, 2024 to Amend and Restate Parking Rules, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Agreement with HOA for Holiday Light Installation**

Ms. Adams noted the agreement for holiday lighting at the community entrance with the HOA is a licensing agreement that has all of the indemnification and protections for the District for the liability being shifted to the HOA including the work of the installation and the decorations

that are installed. The District Management team confer with Field Management to confirm the electrical outlets are working and make sure that the landscape service vendor is notified in case there is any coordination needed. A draft of the agreement was provided in the agenda packet and District Counsel offered to answer any questions.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Agreement with HOA for Holiday Light Installation, was approved.

SIXTH ORDER OF BUSINESS

Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award

Ms. Adams noted that a motion would accept the ranking from the Audit Committee Meeting and authorize staff to send a notice of intent to award to DiBartolomeo, McBee, Hartley & Barnes. There will be a five-year agreement and each year there is an engagement letter that will be presented to the Board. The annual engagement letter is checked to make sure it is in accordance with the proposed pricing.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award to DiBartolomeo, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated that she had nothing further for the Board but reminded them that the ethics training requirement begin on January 1, 2024.

B. Engineer

Mr. Malave had nothing further for the Board. Ms. Adams asked for the presiding officer to excuse District Engineer for the remainder of the meeting. The engineer left the meeting at 9:59 a.m.

C. Field Manager’s Report

Mr. Tindall presented the field manager’s report which can be found in the agenda package and summarized it for the Board.

D. District Manager’s Report

i. Approval of Check Register

Ms. Adams presented the check register for Board consideration from August 3, 2023 through October 3, 2023 totaling \$86,673.73. She offered to answer any questions from the Board. Hearing none, she asked for a motion of approval.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials. This is for informational purposes only. No action was required.

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

SECTION 1

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED RULES RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Highland Meadows West Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Polk County, Florida; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, the Board of Supervisors of the District (“**Board**”) is authorized by Sections 190.011(5) and 190.035, *Florida Statutes*, to adopt rules, orders, policies, rates, fees and charges pursuant to Chapter 120, Florida Statutes; and

WHEREAS, the District previously adopted its *Rules Relating to Overnight Parking and Parking Enforcement* (“**Policy**”) pursuant to the provisions of Sections 190.011(5) and 190.035, *Florida Statutes*, and Chapter 120, Florida Statutes; and

WHEREAS, the District has properly noticed for rule development and rulemaking regarding the Policy and a public hearing was held at a meeting of the Board on January 16, 2024; and

WHEREAS, the District now desires to adopt amended *Rules Relating to Overnight Parking and Parking Enforcement* (“**Amended Policy**”); and

WHEREAS, the Board finds that it is in the best interests of the District to adopt by resolution the Amended Policy for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The recitals stated above are true and correct and by this reference are incorporated herein.

SECTION 2. The District hereby adopts the Amended Policy, attached hereto as **Exhibit A**.

SECTION 3. If any provision of this Resolution or the Amended Policy is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

[Continue onto next page]

PASSED AND ADOPTED THIS 16TH DAY OF JANUARY, 2024.

ATTEST:

**HIGHLAND MEADOWS WEST
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: *Amended Rules Relating to Overnight Parking and Parking Enforcement*

HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT
AMENDED RULES RELATING TO
OVERNIGHT PARKING AND PARKING ENFORCEMENT

In accordance with Chapter 190, Florida Statutes, and on January 16, 2024 at a duly noticed public meeting, the Board of Supervisors of the Highland Meadows West Community Development District (“District”) adopted the following policy to govern parking and parking enforcement on certain District property. This policy repeals and supersedes all prior rules and/or policies governing the same subject matter.

SECTION 1. INTRODUCTION. The District finds that parked Commercial Vehicles, Vehicles, Vessels and Recreational Vehicles (hereinafter defined) on certain of its property (hereinafter defined) cause hazards and danger to the health, safety and welfare of District residents, paid users and the public. This policy is intended to provide the District’s residents and paid users with a means to park Vehicles on-street in certain designated parking areas and remove such Commercial Vehicles, Vehicles, Vessels and Recreational Vehicles from District designated Tow Away Zones consistent with this Policy and as indicated on **Exhibit A** attached hereto and incorporated herein by reference

SECTION 2. DEFINITIONS.

- A. *Commercial Vehicle(s).* Any mobile item which normally uses wheels, whether motorized or not, that (i) is titled, registered or leased to a company and not an individual person, or (ii) is used for business purposes even if titled, registered or leased to an individual person.
- B. *Vehicle(s).* Any mobile item which normally uses wheels, whether motorized or not. For purposes of this Policy, unless otherwise specified, any use of the term Vehicle(s) shall be interpreted so as to include Commercial Vehicle(s), Vessel(s), and Recreational Vehicle(s).
- C. *Vessel(s).* Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
- D. *Recreational Vehicle(s).* A vehicle designed for recreational use, which includes motor homes, campers and trailers relative to same.
- E. *Parked.* A Vehicle, Vessel or Recreational Vehicle left unattended by its owner or user.
- F. *Tow Away Zone.* District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action. **Any District property not designated as a designated parking area is a**

Tow Away Zone.

- G. *Overnight.* Between the hours of 10:00 p.m. and 6:00 a.m. daily.
- H. *Mailbox Parking.* Spots designated for mail pick up.

SECTION 3. DESIGNATED PARKING AREAS. On street parking is only authorized on the odd numbered side of the street (as indicated by address numbers). On street parking is expressly prohibited on the even numbered side of the street (as indicated by address numbers).

The even numbered side of the street (as indicated by address numbers) and those areas within the District's boundaries depicted in **Exhibit A**, which is incorporated herein by reference, are hereby established as "Tow Away Zones" for all Vehicles, including Commercial Vehicles, Vessels, Recreational Vehicles as set forth in Sections 4 and 5 herein ("**Tow Away Zone**").

SECTION 4. ESTABLISHMENT OF TOW AWAY ZONES. Each area set forth in **Exhibit A** attached hereto is hereby declared a Tow Away Zone. In addition, any Vehicle which is parked in a manner which prevents or inhibits the ability of emergency response vehicles to navigate streets within the District are hereby authorized to be towed.

SECTION 5. EXCEPTIONS.

- A. ON-STREET PARKING EXCEPTIONS.** Abandoned and/or broken down Vehicles are not permitted to be parked on-street at any time and are subject to towing at the Owner's expense. Commercial Vehicles, Recreational Vehicles, and Vessels are not permitted to be parked on-street Overnight and shall be subject to towing at Owner's expense.
- B. VENDORS/CONTRACTORS.** The District Manager or his/her designee may authorize vendors/consultants in writing to park company Vehicles in order to facilitate District business. All Vehicles so authorized must be identified by a Parking Pass.
- C. DELIVERY VEHICLES AND GOVERNMENTAL VEHICLES.** Delivery Vehicles, including but not limited to, U.P.S., Fed Ex, moving company Vehicles, and lawn maintenance vendors may park on District property while actively engaged in the operation of such businesses. Vehicles owned and operated by any governmental unit may also park on District property while carrying out official duties.
- D. MAILBOX AND PLAYGROUND PARKING.** Mailbox Parking is limited to 5 minutes. Playground Parking is limited to 60 minutes. Any cars parked in the Mailbox and/or Playground Parking spots for extended periods of time, including Overnight, shall be subject to towing at Owner's expense.

Any Vehicle parked on District property, including District roads, must do so in compliance

with all laws, ordinances and codes.

SECTION 6. TOWING/REMOVAL PROCEDURES.

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow Away Zones shall be approved by the District’s Board of Supervisors and shall be posted on District property in the manner set forth in Section 715.07, *Florida Statutes*. Such signage is to be placed in conspicuous locations, in accordance with Section 715.07, *Florida Statutes*.
- B. TOWING/REMOVAL AUTHORITY.** To effect towing/removal of a Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle, the District Manager or his/her designee must verify that the subject Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle was not authorized to park under this rule in the Overnight Parking Areas and then must contact a firm authorized by Florida law to tow/remove Commercial Vehicle, Vehicles, Vessels and Recreational Vehicles for the removal of such unauthorized vehicle at the owner’s expense. The Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in Section 715.07, *Florida Statutes*. Notwithstanding the foregoing, a towing service retained by the District may tow/remove any vehicle parked in the Tow Away Zone.
- C. AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District’s Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized vehicles and in accordance with Florida law and with the policies set forth herein.

SECTION 7. PARKING AT YOUR OWN RISK. Vehicles, Vessels or Recreational Vehicles may be parked on District property pursuant to this rule, provided, however, that the District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or to such Vehicles.

EXHIBIT A – *Tow Away Zones*

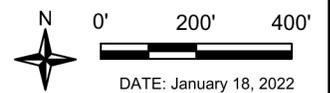
Effective date: January 16, 2024

EXHIBIT A – *Tow Away Zones*



- LEGEND**
- TOW AWAY ZONE
 - CDD BOUNDARY
 - MAILBOX PARKING ZONE

HIGHLAND MEADOWS WEST CDD PARKING MAP



SECTION V



Marsha M. Faux, CFA, ASA
POLK COUNTY PROPERTY APPRAISER

Revised 12/2023
ADA Compliant

2024 Data Sharing and Usage Agreement

This Data Sharing and Usage Agreement, hereinafter referred to as "Agreement," establishes the terms and conditions under which the Highland Meadows West Community Dev. District hereinafter referred to as "agency," can acquire and use Polk County Property Appraiser data that is exempt from Public Records disclosure as defined in [FS 119.071](#).

In accordance with the terms and conditions of this Agreement, the agency agrees to protect confidential data in accordance with [FS 282.3185](#) and [FS 501.171](#) and adhere to the standards set forth within these statutes.

For the purposes of this Agreement, all data is provided. It is the responsibility of the agency to apply all statutory guidelines relative to confidentiality and personal identifying information.

The confidentiality of personal identifying information including: names, mailing address and OR Book and Pages pertaining to parcels owned by individuals that have received exempt / confidential status, hereinafter referred to as "confidential data," will be protected as follows:

1. The **agency** will not release **confidential data** that may reveal identifying information of individuals exempted from Public Records disclosure.
2. The **agency** will not present the **confidential data** in the results of data analysis (including maps) in any manner that would reveal personal identifying information of individuals exempted from Public Records disclosure.
3. The **agency** shall comply with all state laws and regulations governing the confidentiality and exempt status of personal identifying and location information that is the subject of this Agreement.
4. The **agency** shall ensure any employee granted access to **confidential data** is subject to the terms and conditions of this Agreement.
5. The **agency** shall ensure any third party granted access to **confidential data** is subject to the terms and conditions of this Agreement. Acceptance of these terms must be provided in writing to the **agency** by the third party before personal identifying information is released.
6. The **agency** agrees to comply with all regulations for the security of confidential personal information as defined in [FS 501.171](#).
7. The **agency**, when defined as "local government" by [FS 282.3185](#), is required to adhere to all cybersecurity guidelines when in possession of data provided or obtained from the Polk County Property Appraiser.

The term of this Agreement shall commence on **January 1, 2024**, and shall run until **December 31, 2024**, the date of signature by the parties notwithstanding. **This Agreement shall not automatically renew.** A new agreement will be provided annually to ensure all responsible parties are aware of and maintain the terms and conditions of this Data Sharing and Usage Agreement.

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures.

POLK COUNTY PROPERTY APPRAISER

Signature: Marsha Faux
 Print: Marsha M. Faux CFA, ASA
 Title: Polk County Property Appraiser
 Date: December 1, 2023

Agency: Highland Meadows West CDD
 Signature: Tricia L. Adams
 Print: Tricia L. Adams
 Title: District Manager
 Date: 12/4/23

Please email the signed agreement to pataxroll@polk-county.net.

SECTION VI

SECTION A

SECTION 1



KILINSKI | VAN WYK

MEMORANDUM

To: Board of Supervisors

From: Kilinski | Van Wyk PLLC

Date: January 5, 2024

Re: Updates and Reminders: Ethics Training for Special District Supervisors and Form 1

As a follow up to our communication in July of 2023, the purpose of this memorandum is to remind our clients of new ethics training requirements applicable to Special District Supervisors. This requirement is the result of changes to Section 112.3142, *Florida Statutes*, which were passed during the 2023 Legislative Session. **The new requirements will apply in 2024.**

What is required and when is the deadline?

Supervisors will be required to complete four (4) hours of training each calendar year. For those Supervisors seated on or before March 31, 2024, the four hours of training must be completed by December 31, 2024. For new Supervisors seated after March 31, 2024, training must be completed by December 31, 2025. The training must address, at a minimum, Article II of the State Constitution, the Code of Ethics for Public Officers and Employees, and Florida's public records and open meetings laws. It may be completed by taking a continuing legal education class or other continuing professional education class, seminar, or presentation, if the required information is covered. Compliance will be reported on Form 1 each year.

Where can I find training materials?

The Florida Commission on Ethics has provided links to on-demand courses on their Ethics Training web page: <https://ethics.state.fl.us/Training/Training.aspx>. There are also many courses – both free and for a charge – available online and in-person. Kilinski | Van Wyk will be offering customized training sessions for existing clients upon request. If you have questions about whether a particular course meets the requirements, or if you would like to request a customized training session, please consult your Kilinski | Van Wyk attorney. There may also be the ability to include training within your existing Board meeting schedule.

Form 1 Submittal Changes.

Beginning January 1, 2024, Form 1 will no longer be filed with your local Supervisor of Elections office. Instead, all Form 1s will be filed electronically with the Commission on Ethics. Please see detailed directions on filing here: <https://ethics.state.fl.us/>. Please note that Special District Supervisors are not required to file Form 6.

SECTION C

Highland Meadows West CDD

Field Management Report



January 16, 2024

Marshall Tindall

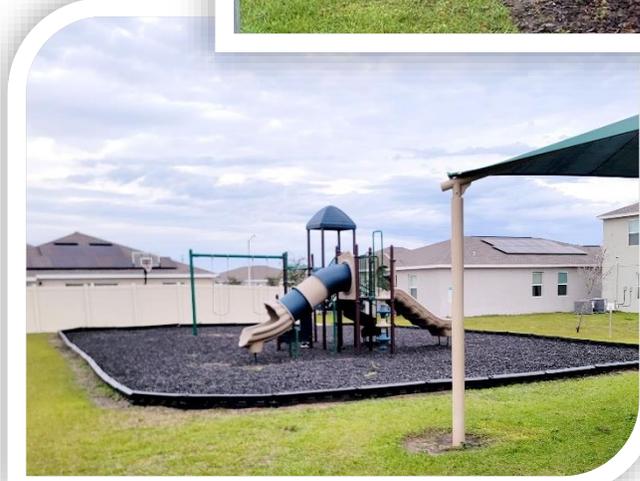
Field Services Manager

GMS

Complete

Landscaping

- ✚ Landscaper has kept the CDD tracts well maintained. Minor spot weeds are being addressed.
- ✚ Routine irrigation reviews and normal repairs were done.
- ✚ Entrance beds, primarily at the Saguaro St entrance, are receiving heavy foot traffic and flax lilies are being trampled. A replacement proposal has been solicited from the landscaper for touchups.



Complete

Site Items

- ✚ Minor fence repairs were completed where needed.
- ✚ Wall and entrance sign cleaning was completed.
- ✚ Minor cleaning of playground equipment was done at same time as walls.
- ✚ Adjusted hinges on dog park gates to ensure they close properly.
- ✚ Entrance lights were checked and confirmed in good working order before the holidays.



In Progress

Site Items

- ✚ Street sign straightening and additional fence repairs have been identified and are being scheduled.



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-346-2453 or by email at mtindall@gmscfl.com. Thank you.

Respectfully,

Marshall Tindall

SECTION D

SECTION 1

Highland Meadows West Community Development District

Summary of Check Register

October 4, 2023 to December 31, 2023

Fund	Date	Check No.'s		Amount
General Fund	10/6/23	499-501	\$	14,876.09
	10/12/23	502-506	\$	15,009.11
	11/3/23	507-514	\$	13,551.04
	11/20/23	515-517	\$	8,786.48
	12/1/23	518-522	\$	1,489.76
	12/6/23	523-525	\$	5,335.70
	12/14/23	526-527	\$	4,976.01
	12/22/23	528-529	\$	1,366.50
		Total Amount	\$	65,390.69

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/06/23	00035	8/31/23 00058158	202308 310-51300-48000 NOT FY24 MEET DT 8/4/23	CA FLORIDA HOLDINGS, LLC	*	340.09	340.09 000499
10/06/23	00037	9/20/23 2335563	202308 310-51300-31100 ENGINEER SVCS AUG 23	DEWBERRY ENGINEERS, INC	*	3,215.00	3,215.00 000500
10/06/23	00011	9/21/23 20010	202310 310-51300-45000 FY24 ANNUAL INSURANCE	EGIS INSURANCE ADVISORS, LLC	*	6,197.00	11,321.00 000501
		9/21/23 20010	202310 320-53800-45000 FY24 ANNUAL INSURANCE		*	5,124.00	
10/12/23	00052	9/26/23 10752	202309 320-53800-48200 MAIL TRASH SEPT 23	CLEAN STAR SERVICES OF CENTRAL FL	*	100.00	100.00 000502
10/12/23	00005	10/02/23 89287	202310 310-51300-54000 SPECIAL DISTRICT FEE FY24	DEPT OF ECONOMIC OPPORTUNITY	*	175.00	175.00 000503
10/12/23	00001	10/01/23 173	202310 310-51300-34000 MANAGEMENT FEES OCT 23		*	3,343.67	
		10/01/23 173	202310 310-51300-35200 WEBSITE ADMIN OCT 23		*	100.00	
		10/01/23 173	202310 310-51300-35100 INFORMATION TECH OCT 23		*	150.00	
		10/01/23 173	202310 310-51300-31300 DISSEMINATION SVCS OCT 23		*	500.00	
		10/01/23 173	202310 310-51300-51000 OFFICE SUPPLIES OCT 23		*	.21	
		10/01/23 173	202310 310-51300-42000 POSTAGE OCT 23		*	4.43	
		10/01/23 174	202310 320-53800-12000 FIELD MANAGEMENT OCT 23	GOVERNMENTAL MANAGEMENT SERVICES	*	695.67	4,793.98 000504
10/12/23	00026	9/14/23 10145	202309 320-53800-47300 REPLACE BROKEN ROTORS		*	215.57	
		10/01/23 10303	202310 320-53800-46200 LANDSCAPE MAINT OCT 23	PRINCE & SONS INC.	*	4,278.67	4,494.24 000505
10/20/23	00001	8/31/23 172	202308 320-53800-47400 GENERAL MAINT AUG 23		*	445.89	

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		9/30/23 175	202310 310-51300-31700		*	5,000.00	
			ASSESSMENT ROLL CERT FY24				
				GOVERNMENTAL MANAGEMENT SERVICES			5,445.89 000506
11/03/23	00041	10/17/23 BH101720	202310 310-51300-11000		*	200.00	
			BOS MEETING 10/17/23				
				BOBBIE HENLEY			200.00 000507
11/03/23	00047	10/17/23 DA101720	202310 310-51300-11000		*	200.00	
			BOS MEETING 10/17/23				
				DANIEL ARNETTE			200.00 000508
11/03/23	00001	9/30/23 176	202309 320-53800-47400		*	1,601.94	
			GENERAL MAINT SEPT 23				
				GOVERNMENTAL MANAGEMENT SERVICES			1,601.94 000509
11/03/23	00051	10/17/23 JP101720	202310 310-51300-11000		*	200.00	
			BOS MEETING 10/17/23				
				JESSICA PETRUCCI			200.00 000510
11/03/23	00043	10/17/23 JK101720	202310 310-51300-11000		*	200.00	
			BOS MEETING 10/17/23				
				JESSICA KOWALSKI			200.00 000511
11/03/23	00044	10/17/23 LR101720	202310 310-51300-11000		*	200.00	
			BOS MEETING 10/17/23				
				LINDSEY RODEN			200.00 000512
11/03/23	00031	10/19/23 4652059	202310 300-15500-10000		*	5,762.62	
			1% ADMIN FEE - DEBT				
		10/19/23 4652060	202310 300-15500-10000		*	4,674.55	
			1% ADMIN FEE - O&M				
				POLK COUNTY PROPERTY APPRAISER			10,437.17 000513
11/03/23	00026	10/11/23 10442	202310 320-53800-47300		*	511.93	
			REPLACE BROKEN NOZZLES				
				PRINCE & SONS INC.			511.93 000514
11/20/23	00001	11/01/23 177	202311 310-51300-34000		*	3,343.67	
			MANAGEMENT FEES NOV 23				
		11/01/23 177	202311 310-51300-35200		*	100.00	
			WEBSITE ADMIN NOV 23				
		11/01/23 177	202311 310-51300-35100		*	150.00	
			INFORMATION TECH NOV 23				
		11/01/23 177	202311 310-51300-31300		*	500.00	
			DISSEMINATION SVC NOV 23				

HIMW --HIGH WEST-- CWRIGHT

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/01/23		177		202311 310-51300-51000		*	.24		
			OFFICE SUPPLIES NOV 23						
11/01/23		177		202311 310-51300-42000		*	41.83		
			POSTAGE NOV 23						
11/01/23		177		202311 310-51300-42500		*	1.35		
			COPIES NOV 23						
GOVERNMENTAL MANAGEMENT SERVICES								4,137.09	000515
11/20/23	00024	11/20/23	11202023	202311 300-20700-10200		*	804.15		
			ASSESSMENT TSFR SER19						
11/20/23		11/20/23	11202023	202311 300-20700-10200		*	393.00		
			ASSESSMENT TSFR SER20 A-2						
11/20/23		11/20/23	11202023	202311 300-20700-10200		*	139.06		
			ASSESSMENT TSFR SER20 A-3						
HIGHLAND MEADOWS WEST CDD C/O								1,336.21	000516
11/20/23	00036	8/08/23	7190	202307 310-51300-31500		*	1,905.82		
			GENERAL COUNSEL JULY 23						
11/09/23		8015		202310 310-51300-31500		*	1,407.36		
			GENERAL COUNSEL OCT 23						
KILINSKI / VAN WYK, PLLC								3,313.18	000517
12/01/23	00041	11/21/23	BH112120	202311 310-51300-11000		*	200.00		
			BOS MEETING 11/21/23						
BOBBIE HENLEY								200.00	000518
12/01/23	00054	10/31/23	00059887	202310 310-51300-48000		*	335.30		
			NOT BOS MEETING 10/6/23						
10/31/23		00059887		202310 310-51300-48000		*	354.46		
			NOT ANNUAL AUDIT 10/20/23						
GANNETT FLORIDA LOCALIQ								689.76	000519
12/01/23	00051	11/21/23	JP112120	202311 310-51300-11000		*	200.00		
			BOS MEETING 11/21/23						
JESSICA PETRUCCI								200.00	000520
12/01/23	00043	11/21/23	JK112120	202311 310-51300-11000		*	200.00		
			BOS MEETING 11/21/23						
JESSICA KOWALSKI								200.00	000521
12/01/23	00044	11/21/23	LR112120	202311 310-51300-11000		*	200.00		
			BOS MEETING 11/21/23						
LINDSEY RODEN								200.00	000522
12/06/23	00052	10/30/23	10943	202310 320-53800-48200		*	100.00		
			MAIL TRASH OCT23						

HIMW --HIGH WEST-- CWRIGHT

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/17/23		11152	202311 320-53800-48200	MAIL TRASH NOV 23	*	100.00	
				CLEAN STAR SERVICES OF CENTRAL FL			200.00 000523
12/06/23	00001	10/31/23 179	202310 320-53800-47400	GENERAL MAINTENACE OCT23	*	857.03	
				GOVERNMENTAL MANAGEMENT SERVICES			857.03 000524
12/06/23	00026	11/01/23 10682	202311 320-53800-46200	LANDSCAPE MAINT NOV 23	*	4,278.67	
				PRINCE & SONS INC.			4,278.67 000525
12/14/23	00001	12/01/23 180	202312 310-51300-34000	MANAGEMENT FEES-DEC23	*	3,343.67	
		12/01/23 180	202312 310-51300-35200	WEBSITE ADMIN-DEC23	*	100.00	
		12/01/23 180	202312 310-51300-35100	INFORMATION TECH-DEC23	*	150.00	
		12/01/23 180	202312 310-51300-31300	DISSEMINATION AGENT-DEC23	*	500.00	
		12/01/23 180	202312 310-51300-51000	OFFICE SUPPLIES-DEC23	*	.24	
		12/01/23 180	202312 310-51300-42000	POSTAGE-DEC23	*	5.06	
		12/01/23 180	202312 310-51300-42500	COPIES-DEC23	*	2.10	
		12/01/23 181	202312 320-53800-12000	FIELD MANAGEMENT-DEC23	*	695.67	
				GOVERNMENTAL MANAGEMENT SERVICES			4,796.74 000526
12/14/23	00026	11/15/23 10840	202312 320-53800-47300	RPLC HEAD, ROTOR, NOZZLES	*	179.27	
				PRINCE & SONS INC.			179.27 000527
12/22/23	00036	12/17/23 8183	202311 310-51300-31500	GENERAL COUNSEL NOV23	*	1,226.50	
				KILINSKI / VAN WYK, PLLC			1,226.50 000528
12/22/23	00026	3/31/23 8420	202303 320-53800-49000	GATOR BAGS 1117/1173 SAG	*	140.00	
				PRINCE & SONS INC.			140.00 000529

TOTAL FOR BANK A 65,390.69
 TOTAL FOR REGISTER 65,390.69

HIMW --HIGH WEST-- CWRIGHT

SECTION 2

Highland Meadows West
Community Development District

Unaudited Financial Reporting
November 30, 2023



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Highland Meadows West

Community Development District

Combined Balance Sheet

November 30, 2023

	General Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:				
Cash:				
Operating Account	\$ 160,448	\$ -	\$ -	\$ 160,448
Money Market Funds	\$ -	\$ -	\$ 50,403	\$ 50,403
Investments:				
Series 2019				
Reserve	\$ -	\$ 160,125	\$ -	\$ 160,125
Revenue	\$ -	\$ 45,634	\$ -	\$ 45,634
Prepayment	\$ -	\$ 1,087	\$ -	\$ 1,087
Series 2020A2				
Reserve	\$ -	\$ 78,728	\$ -	\$ 78,728
Revenue	\$ -	\$ 21,093	\$ -	\$ 21,093
Prepayment	\$ -	\$ 1	\$ -	\$ 1
Series 2020A3				
Reserve	\$ -	\$ 27,886	\$ -	\$ 27,886
Revenue	\$ -	\$ 10,447	\$ -	\$ 10,447
Prepayment	\$ -	\$ 1	\$ -	\$ 1
Due from General Fund	\$ -	\$ 13,492	\$ -	\$ 13,492
Prepaid Expenses	\$ 10,437	\$ -	\$ -	\$ 10,437
Total Assets	\$ 170,885	\$ 358,494	\$ 50,403	\$ 579,782
Liabilities:				
Accounts Payable	\$ 8,888	\$ -	\$ -	\$ 8,888
Due to Debt Service	\$ 13,492	\$ -	\$ -	\$ 13,492
Total Liabilities	\$ 22,380	\$ -	\$ -	\$ 22,380
Fund Balance:				
Nonspendable:				
Prepaid Items	\$ 10,437	\$ -	\$ -	\$ 10,437
Restricted for:				
Debt Service - Series 2019	\$ -	\$ 214,966	\$ -	\$ 214,966
Debt Service - Series 2020A2	\$ -	\$ 103,790	\$ -	\$ 103,790
Debt Service - Series 2020A3	\$ -	\$ 39,738	\$ -	\$ 39,738
Assigned for:				
Capital Reserves	\$ -	\$ -	\$ 50,403	\$ 50,403
Unassigned	\$ 138,068	\$ -	\$ -	\$ 138,068
Total Fund Balances	\$ 148,505	\$ 358,494	\$ 50,403	\$ 557,402
Total Liabilities & Fund Balance	\$ 170,885	\$ 358,494	\$ 50,403	\$ 579,782

Highland Meadows West

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending November 30, 2023

	Adopted Budget	Prorated Budget Thru 11/30/23	Actual Thru 11/30/23	Variance
Revenues:				
Assessments - Tax Roll	\$ 434,733	\$ 10,945	\$ 10,945	\$ -
Other Revenue	\$ -	\$ -	\$ 30	\$ 30
Total Revenues	\$ 434,733	\$ 10,945	\$ 10,975	\$ 30

Expenditures:

General & Administrative:

Supervisor Fees	\$ 12,000	\$ 2,000	\$ 1,800	\$ 200
Engineering	\$ 15,000	\$ 2,500	\$ -	\$ 2,500
District Counsel	\$ 18,961	\$ 3,160	\$ 2,634	\$ 526
Annual Audit	\$ 6,100	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Arbitrage	\$ 900	\$ -	\$ -	\$ -
Dissemination	\$ 6,000	\$ 1,000	\$ 1,000	\$ -
Trustee Fees	\$ 12,297	\$ 4,840	\$ 4,840	\$ -
Management Fees	\$ 40,124	\$ 6,687	\$ 6,687	\$ (0)
Information Technology	\$ 1,800	\$ 300	\$ 300	\$ -
Website Maintenance	\$ 1,200	\$ 200	\$ 200	\$ -
Postage & Delivery	\$ 970	\$ 162	\$ 46	\$ 115
Office Supplies	\$ 1,000	\$ 167	\$ 0	\$ 166
Copies	\$ 500	\$ 83	\$ 1	\$ 82
Insurance	\$ 6,886	\$ 6,886	\$ 6,197	\$ 689
Legal Advertising	\$ 2,500	\$ 417	\$ 690	\$ (273)
Other Current Charges	\$ 972	\$ 162	\$ 78	\$ 85
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Subtotal General & Administrative	\$ 132,385	\$ 33,739	\$ 29,648	\$ 4,090

Highland Meadows West

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending November 30, 2023

	Adopted Budget	Prorated Budget Thru 11/30/23	Actual Thru 11/30/23	Variance
<i>Operations & Maintenance</i>				
Field Expenditures				
Property Insurance	\$ 4,745	\$ 4,745	\$ 5,124	\$ (380)
Field Management	\$ 8,348	\$ 1,391	\$ 1,391	\$ (0)
Interlocal Amenity Agreement	\$ 101,033	\$ -	\$ -	\$ -
Playground Lease	\$ 30,000	\$ 5,000	\$ 2,725	\$ 2,275
Landscape Maintenance	\$ 56,250	\$ 9,375	\$ 8,557	\$ 818
Landscape Replacement	\$ 18,000	\$ 3,000	\$ -	\$ 3,000
Streetlights	\$ 19,800	\$ 3,300	\$ 1,657	\$ 1,643
Electric	\$ 6,864	\$ 1,144	\$ 1,285	\$ (141)
Water & Sewer	\$ 5,400	\$ 900	\$ 314	\$ 586
Sidewalk & Asphalt Maintenance	\$ 2,500	\$ 417	\$ -	\$ 417
Irrigation Repairs	\$ 6,000	\$ 1,000	\$ 512	\$ 488
General Repairs & Maintenance	\$ 10,000	\$ 1,667	\$ 857	\$ 810
Janitorial	\$ 1,200	\$ 200	\$ 200	\$ -
Contingency	\$ 7,500	\$ 1,250	\$ -	\$ 1,250
Subtotal Operations & Maintenance	\$ 277,639	\$ 33,388	\$ 22,622	\$ 10,766
Total Expenditures	\$ 410,024	\$ 67,127	\$ 52,270	\$ 14,857
Excess (Deficiency) of Revenues over Expenditures	\$ 24,709	\$ (56,182)	\$ (41,295)	\$ (14,827)
<i>Other Financing Sources/(Uses):</i>				
Transfer In/(Out) - Capital Reserves	\$ (50,000)	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ (50,000)	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (25,291)		\$ (41,295)	
Fund Balance - Beginning	\$ 25,291		\$ 189,801	
Fund Balance - Ending	\$ -		\$ 148,505	

Highland Meadows West

Community Development District

Debt Service Fund Series 2019

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending November 30, 2023

	Adopted Budget	Prorated Budget Thru 11/30/23	Actual Thru 11/30/23	Variance
Revenues:				
Assessments	\$ 322,524	\$ 8,120	\$ 8,120	\$ -
Interest Income	\$ -	\$ -	\$ 3,361	\$ 3,361
Total Revenues	\$ 322,524	\$ 8,120	\$ 11,481	\$ 3,361
Expenditures:				
Interest - 11/1	\$ 113,019	\$ 113,019	\$ 113,019	\$ -
Principal - 11/1	\$ 90,000	\$ 90,000	\$ 90,000	\$ -
Interest - 5/1	\$ 111,219	\$ -	\$ -	\$ -
Total Expenditures	\$ 314,238	\$ 203,019	\$ 203,019	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 8,287		\$ (191,537)	\$ 3,361
Fund Balance - Beginning	\$ 240,954		\$ 406,504	
Fund Balance - Ending	\$ 249,241		\$ 214,966	

Highland Meadows West

Community Development District

Debt Service Fund Series 2020 A2

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending November 30, 2023

	Adopted Budget	Prorated Budget Thru 11/30/23	Actual Thru 11/30/23	Variance
Revenues:				
Assessments	\$ 157,625	\$ 3,968	\$ 3,968	\$ -
Interest Income	\$ -	\$ -	\$ 1,214	\$ 1,214
Total Revenues	\$ 157,625	\$ 3,968	\$ 5,182	\$ 1,214
Expenditures:				
Interest - 11/1	\$ 48,297	\$ 48,297	\$ 48,297	\$ -
Principal - 5/1	\$ 60,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 48,297	\$ -	\$ -	\$ -
Total Expenditures	\$ 156,594	\$ 48,297	\$ 48,297	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 1,031	\$ -	\$ (43,115)	\$ 1,214
Fund Balance - Beginning	\$ 66,304		\$ 146,905	
Fund Balance - Ending	\$ 67,335		\$ 103,790	

Highland Meadows West

Community Development District

Debt Service Fund Series 2020 A3

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending November 30, 2023

	Adopted Budget	Prorated Budget Thru 11/30/23	Actual Thru 11/30/23	Variance
Revenues:				
Assessments	\$ 55,775	\$ 1,404	\$ 1,404	\$ -
Interest Income	\$ -	\$ -	\$ 451	\$ 451
Total Revenues	\$ 55,775	\$ 1,404	\$ 1,855	\$ 451
Expenditures:				
Interest - 11/1	\$ 16,634	\$ 16,634	\$ 16,634	\$ -
Principal - 5/1	\$ 20,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 16,634	\$ -	\$ -	\$ -
Total Expenditures	\$ 53,269	\$ 16,634	\$ 16,634	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 2,506		\$ (14,780)	\$ 451
Fund Balance - Beginning	\$ 25,937		\$ 54,518	
Fund Balance - Ending	\$ 28,444		\$ 39,738	

Highland Meadows West

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending November 30, 2023

	Adopted	Prorated Budget	Actual		
	Budget	Thru 11/30/23	Thru 11/30/23	Variance	
Revenues					
Interest Income	\$ -	\$ -	\$ 403	\$ 403	
Total Revenues	\$ -	\$ -	\$ 403	\$ 403	
Expenditures:					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$ -	\$ -	\$ -	\$ -	
Excess (Deficiency) of Revenues over Expenditures		\$ -	\$ 403	\$ 403	
Other Financing Sources/(Uses)					
Transfer In/(Out)	\$ 50,000	\$ -	\$ -	\$ -	
Total Other Financing Sources (Uses)	\$ 50,000	\$ -	\$ -	\$ -	
Net Change in Fund Balance	\$ 50,000		\$ 403		
Fund Balance - Beginning	\$ 50,000		\$ 50,000		
Fund Balance - Ending	\$ 100,000		\$ 50,403		

Highland Meadows West
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Assessments - Tax Roll	\$ -	\$ 10,945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,945
Other Revenue	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30
Total Revenues	\$ 30	\$ 10,945	\$ -	\$ 10,975									
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 1,000	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District Counsel	\$ 1,407	\$ 1,227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,634
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Trustee Fees	\$ 4,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,840
Management Fees	\$ 3,344	\$ 3,344	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,687
Information Technology	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Website Maintenance	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
Postage & Delivery	\$ 4	\$ 42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46
Office Supplies	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0
Printing & Binding	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
Insurance	\$ 6,197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,197
Legal Advertising	\$ 690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 690
Other Current Charges	\$ 39	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative	\$ 23,446	\$ 6,202	\$ -	\$ 29,648									

Highland Meadows West
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<i>Operations & Maintenance</i>													
Field Expenditures													
Property Insurance	\$ 5,124	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,124
Field Management	\$ 696	\$ 696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,391
Interlocal Amenity Agreement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Playground Lease	\$ 1,363	\$ 1,363	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,725
Landscape Maintenance	\$ 4,279	\$ 4,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,557
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streetlights	\$ 1,501	\$ 155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,657
Electric	\$ 659	\$ 626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,285
Water & Sewer	\$ 173	\$ 141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314
Irrigation Repairs	\$ 512	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 512
Janitorial	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
General Repairs & Maintenance	\$ 857	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 857
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operations & Maintenance	\$ 15,263	\$ 7,359	\$ -	\$ 22,622									
Total Expenditures	\$ 38,709	\$ 13,562	\$ -	\$ 52,270									
Excess (Deficiency) of Revenues over Expenditures	\$ (38,679)	\$ (2,617)	\$ -	\$ (41,295)									
Other Financing Sources/Uses:													
Transfer In/(Out) - Capital Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (38,679)	\$ (2,617)	\$ -	\$ (41,295)									

Highland Meadows West

Community Development District

Long Term Debt Report

SERIES 2019, SPECIAL ASSESSMENT REVENUE BONDS	
INTEREST RATE:	4.000%, 4.125%, 4.875%, 5.000%
MATURITY DATE:	11/1/2049
RESERVE FUND DEFINITION	50% MAXIMUM ANNUAL DEBT SERVICE
RESERVE FUND REQUIREMENT	\$160,125
RESERVE FUND BALANCE	\$160,125
BONDS OUTSTANDING - 04/25/19	\$6,385,000
LESS: SPECIAL CALL - 05/01/20	(\$500,000)
LESS: SPECIAL CALL - 08/01/20	(\$885,000)
LESS: PRINCIPAL PAYMENT - 11/01/20	(\$105,000)
LESS: SPECIAL CALL - 11/01/20	(\$30,000)
LESS: PRINCIPAL PAYMENT - 11/01/21	(\$85,000)
LESS: PRINCIPAL PAYMENT - 11/01/22	(\$90,000)
LESS: PRINCIPAL PAYMENT - 11/01/23	(\$90,000)
CURRENT BONDS OUTSTANDING	\$4,600,000

SERIES 2020 ASSESSMENT AREA 2, SPECIAL ASSESSMENT REVENUE BONDS	
INTEREST RATE:	2.875%, 3.250%, 3.625%, 4.000%
MATURITY DATE:	5/1/2050
RESERVE FUND DEFINITION	50% MAXIMUM ANNUAL DEBT SERVICE
RESERVE FUND REQUIREMENT	\$78,728
RESERVE FUND BALANCE	\$78,728
BONDS OUTSTANDING - 02/18/20	\$2,770,000
LESS: PRINCIPAL PAYMENT - 05/01/21	(\$55,000)
LESS: PRINCIPAL PAYMENT - 05/01/22	(\$55,000)
LESS: PRINCIPAL PAYMENT - 05/01/23	(\$60,000)
CURRENT BONDS OUTSTANDING	\$2,600,000

SERIES 2020 ASSESSMENT AREA 3, SPECIAL ASSESSMENT REVENUE BONDS	
INTEREST RATE:	2.875%, 3.250%, 3.625%, 4.000%
MATURITY DATE:	5/1/2050
RESERVE FUND DEFINITION	50% MAXIMUM ANNUAL DEBT SERVICE
RESERVE FUND REQUIREMENT	\$27,886
RESERVE FUND BALANCE	\$27,886
BONDS OUTSTANDING - 02/18/20	\$955,000
LESS: PRINCIPAL PAYMENT - 05/01/21	(\$20,000)
LESS: PRINCIPAL PAYMENT - 05/01/22	(\$20,000)
LESS: PRINCIPAL PAYMENT - 05/01/23	(\$20,000)
CURRENT BONDS OUTSTANDING	\$895,000

Highland Meadows West
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2024

Gross Assessment: \$ 467,454.78 \$ 346,800.16 \$ 169,488.80 \$ 59,972.96 \$ 1,043,716.70
 Net Assessments: \$ 434,732.95 \$ 322,524.15 \$ 157,624.58 \$ 55,774.85 \$ 970,656.53

ON ROLL ASSESSMENTS

44.79% 33.23% 16.24% 5.75% 100.00%

Date	Distribution	Gross Amount	Discount/Penalty	Commission	Interest	Net Receipts	O&M Portion	2019 Debt Service	2020 A-2 Debt Service	2020 A-3 Debt Service	Total
11/17/23	ACH	\$7,084.05	(\$283.36)	(\$136.01)	\$0.00	\$6,664.68	\$2,984.94	\$2,214.50	\$1,082.28	\$382.96	\$6,664.68
11/24/23	ACH	\$18,890.80	(\$755.61)	(\$362.70)	\$0.00	\$17,772.49	\$7,959.86	\$5,905.34	\$2,886.07	\$1,021.22	\$17,772.49
TOTAL		\$ 25,974.85	\$ (1,038.97)	\$ (498.71)	\$ -	\$ 24,437.17	\$ 10,944.80	\$ 8,119.84	\$ 3,968.35	\$ 1,404.18	\$ 24,437.17

3%	Net Percent Collected
\$ 946,219.36	Balance Remaining to Collect