

**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, **July 20, 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
Lindsey Roden	Assistant Secretary
Jessica Petrucci	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, KVV Law
Maddie Flint	KVV Law
Marshall Tindall	Field Services Manager, GMS
Chance Arrington <i>by Zoom</i>	District Engineer

The following is a summary of the discussions and actions taken at the July 20, 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 June 15, 2023
Board of Supervisors Meeting**

Ms. Adams asked for any corrections on the June 15, 2023 Board of Supervisors meeting minutes. This has been reviewed by District Counsel and District Management.

On MOTION by Ms. Kowalski, seconded by Ms. Roden, with all in favor, the Minutes of the June 15, 2023 Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

A. Adoption of the Fiscal Year 2024 Budget

Ms. Adams asked for a motion to open the public hearing.

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

Ms. Adams stated no members of the public were present nor are any members of the public on Zoom. Would you like for me to close the public comment?

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

i. Consideration of Resolution 2023-06 Adopting the Fiscal Year 2024 Budget and Appropriating Funds

Ms. Adams stated this Resolution is included in the agenda packet. She noted in accordance with Florida Statutes, the notice of the public hearing for the budget option has been published in a newspaper of general circulation within Polk County, a copy of the proposed budget has been provided to the local government and the proposed budget is posted on the District website. She stated that the Board approved the proposed budget and set a cap on the O&M assessment for Fiscal Year 2024 and there are no substantive changes to the budget since that time. A few things have been updated from the proposed budget. She noted on page 19 of agenda packet are the updated expense actuals through May 31st. She noted in the revenue section all of the property is platted and on tax roll. She noted the total proposed budget revenue is \$460,024. The next section is the expenses to operate the District. There is a proposed increase of management fees to \$40,124

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and an estimated increased amount for public officials' liability and liability insurance. The next section are the proposed expenses for your field expenses. She noted there have been no changes to this area since the Board has reviewed it for the proposed budget. We are proposing a transfer out to capital reserve to start that fund going. She noted we previously reviewed there are 442 units and the gross per unit assessment is \$1,057.59. She noted there is a narrative included as well as proposed interest and principal payments for the bond debt based on the amortization schedule.

On MOTION by Ms. Roden, seconded by Ms. Kowalski, with all in favor, Resolution 2023-06 Adopting the Fiscal Year 2024 Budget and Appropriating Funds, was approved.

ii. Consideration of Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Adams stated now that the budget has been adopted, it needs to be funded. She noted this is proposing to fund it with the Operations & Maintenance fees collected on the Polk County tax roll. Included is an attachment to the assessment resolution is a copy of the tax roll showing both operations and debt service fees that will be collected.

On MOTION by Ms. Kowalski, seconded by Ms. Roden, with all in favor, Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Presentation of Fiscal Year 2022 Financial Audit

Ms. Adams stated this is a clean audit. She noted there are no deficiencies in internal controls. The audit is in compliance with the Auditor General standards for Florida Government. She stated there are no instances that would constitute a financial emergency. There are no findings from the current audit or from previous audits.

On MOTION by Ms. Kowalski, seconded by Ms. Roden, with all in favor, the Fiscal Year 2022 Financial Audit, was approved.

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SIXTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Presentation of Memo Regarding Ethics Trainings for Special District Supervisors**

Ms. Hammock stated the Florida Legislature passed new laws requiring ethics training for Supervisors. Each calendar year beginning January 1, 2024, you will need to take four hours of classes and we are putting together presentations and workshops.

B. Engineer**i. Review and Acceptance of Annual Engineers Report**

Ms. Adams stated the bond issue for Highland Meadows West requires an Annual Engineer's Report as part of the Trust Indenture and there are a few different elements required to be reported on such as the overall condition of the District assets as well as the budget and the insurance. She noted included in the agenda is the Annual Engineers Report required to be filed with the Bond Trustee by July 1st each year.

Mr. Arrington stated after review, the infrastructure seems to be in reasonably good repair. We have reviewed the operations and maintenance budget and think that is sufficient. Also based on the current limits of the insurance coverage, we think that is adequate. In addition to the Field Report, you will notice three items all in the stormwater structures and a lot of them are just overgrowth and sedimentation which are pretty minor. He noted they will continue to look at them with the Field Manager and make sure they get fixed.

On MOTION by Ms. Kowalski, seconded by Ms. Roden, with all in favor, Accepting the Annual Engineers Report, was approved.

C. Field Manager's Report

Mr. Tindall stated landscaping overall maintenance has done well. You can see from the photos; the grass is clean. Stormwater structures from the Engineers Report, some of those issues have already been fixed. Those photos were dated from May 24 and staff has been onsite and cleaned up pond F and pond C and that should already be done and we will go through and fix everything else. He noted the sidewalk off Teton St. has been done and staff cleaned up left over dirt. He stated that the garbage is being emptied. New trees were put in. He noted strong storms blew down the fence and staff went out to repair it. The last point is the trees. He stated they have

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been working to review and issue notices. We have also been trying to work with the HOA to maintain anything balanced by the City in order to ensure everything is compliant so no further issues arise. Final inspections were done yesterday evening. The city's next inspection date will be Monday and they will be compliant by that time.

D. District Manager's Report**i. Approval of Check Register**

Ms. Adams stated the check register was included in the agenda on page 107. It is the check register from June through July 6, 2023. The total amount is \$23,723.61 and the detailed run summary is immediately following the check register.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, the Check Register for \$23,723.61, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials. This is for informational purposes only. No action is required but happy to answer any questions should there be any.

iii. Review of Fiscal Year 2024 Meeting Schedule

Ms. Adams stated this is included in the agenda packet on page 127. We are proposing that Highland Meadows West meets the third Tuesday of the month in a block with other meetings. This would be the first meeting of the morning starting at 9:30 a.m. She noted the dates below that from October 2023 through September 2024 fall on the third Tuesday of each month again meeting at the same location.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, the Fiscal Year 2024 Meeting Schedule, was approved.
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SEVENTH ORDER OF BUSINESS**Other Business**

There being no comments, the next item followed.

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

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Tricia Adams
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Secretary/Assistant Secretary

DocuSigned by:
Bobbie Henley
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Chairman/Vice Chairman