

**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, **October 17, 2023** at 9:30 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 *joined late*
Bobbie Henley
Jessica Kowalski
Lindsey Roden
Jessica Petrucci

Chairman
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also, present were:

Tricia Adams
Meredith Hammock
Marshall Tindall
Chance Arrington

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

The following is a summary of the discussions and actions taken at the October 17, 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 July 20, 2023
Board of Supervisors Meeting**

Ms. Adams asked for any corrections on the July 20, 2023 Board of Supervisors meeting minutes. This has 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. Kowalski, with all in favor, the Minutes of the July 20, 2023 Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Work Authorization
2024-01 with Dewberry**

Ms. Adams presented work authorization 2024-01 with Dewberry for District engineering services. The rates for the current fiscal year can be found on page 15 of the agenda package. There was a representative from Dewberry on the line available for any Board questions. There being no questions, there was a motion of approval.

**Mr. Arnette joined the meeting in person at this time.*

Ms. Burns also stated for the record that Mr. Arnette joined the meeting, and all future action will include his participation.

On MOTION by Ms. Roden, seconded by Ms. Kowalski, with all in favor, Work Authorization 2024-01 with Dewberry, was approved.

FIFTH ORDER OF BUSINESS**Appointment of Audit Committee**

Ms. Adams stated that each year the District is required to undergo an annual independent audit. This District is at the point where they are requesting proposals for auditing services and appointing an audit committee. Typically, the Board will appoint themselves as the audit committee and immediately following the Board meeting will be an audit committee meeting to review materials. She then asked for a motion to appoint the Board of Supervisors as the audit committee.

On MOTION by Ms. Kowalski, seconded by Ms. Roden, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee, was approved.

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

Ms. Hammock stated that she had nothing further for the Board but was happy to answer any questions they may have. There being none, the next item followed.

B. Engineer

Mr. Arrington had nothing further for the Board and the next item followed. Ms. Adams asked the Chairman to excuse the engineer for the remainder of the meeting.

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. Completed items include:

- Landscaping work is satisfactory.
 - Winter season schedule started October 1st with ponds shifting to bi-weekly visits.
- Minor fence repairs.
- Filled hole at Tortugas shade pavilion and added touchup sod.

In progress items include:

- Tree monitoring and follow-up with HOA.
- Fence vandalism from school traffic is being monitored and staff is working with law enforcement.
- Replacement of sign bracket at mailboxes is being scheduled.

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. She offered to answer any questions from the Board. Hearing none, she asked for a motion of approval.

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

DocuSigned by:
Tricia Adams
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Secretary/Assistant Secretary

DocuSigned by:
Bobbie Henley
EE93D4BF169E4B6
Chairman/Vice Chairman