

**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.

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**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.
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**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.
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**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

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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.

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**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.

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*Tricia Adams*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Bobbie Henley*  
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Chairman/Vice Chairman