

**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, **January 16, 2024** 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	Chairman
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
Marshall Tindall	Field Services Manager, GMS
Chance Arrington	District Engineer (on Zoom)

The following is a summary of the discussions and actions taken at the January 16, 2024 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 all five 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.

January 16, 2024

Highland Meadows West CDD

THIRD ORDER OF BUSINESS**Approval of Minutes of the November 21, 2023 Audit Committee and Board of Supervisors Meetings**

Ms. Adams asked for any corrections on the November 21, 2023 Audit Committee and Board of Supervisors meeting minutes. She 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 Mr. Arnette, with all in favor, the Minutes of the November 21, 2023 Audit Committee and Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS**Public Hearing****A. Public Hearing Amending and Restating Current Parking Rules**

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

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

i. Consideration of Resolution 2024-02 Amending Parking Policies and Rules for the District

Ms. Adams stated the reason for the public hearing is to amend and restate the parking rules. On page 14 of the agenda packet is a resolution that has been prepared by District Counsel and approval of Resolution 2024-02 will amend and restate the parking rules. As an exhibit to the resolution, on page 16 are the proposed parking rules. The salient changes are on page 17. Mailbox parking is limited to 5 minutes and playground parking limited to 60 minutes and vehicles parked longer than that time period will be subject to immediate towing. Ms. Hammock noted the only she would like to make is to update mailbox parking definition to include mailbox and playground parking. Ms. Adams asked for any comments or discussion on this time.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, Resolution 2024-02 Amending Parking Policies and Rules for the District, was approved.

January 16, 2024

Highland Meadows West CDD

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

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

FIFTH ORDER OF BUSINESS**Ratification of Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Adams stated on page 22 of the agenda packet is the annual agreement with the property appraiser's office agreeing that the records they hold exempt, the District will also hold exempt. This agreement is effective from the first of the year moving forward so this agreement was executed in December. She asked for a motion to ratify this agreement.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, the Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

SIXTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Review of Ethics Training Memo**

Ms. Hammock noted some updates to the ethics training requirements that are in place this year. Four hours of training are required to be completed by the end of this calendar year. There is a link to the ethics training for the Board in this memo. She asked for any questions and stated if anyone wanted the link separate in an email, she would be happy to send that. She noted there are changes on how to submit Form 1. This calendar year, Form 1 will be submitted electronically to the Commission on Ethics and not sent to the Supervisors of Elections. This is due July 1st.

Ms. Hammock stated they are in the process of formalizing an easement variance policy that will apply to several Districts in the area. There is a form as well as resolution to set a public hearing. At the next meeting, she will go ahead and make sure that is on the agenda in plenty of time to review and ask any questions.

B. Engineer

Mr. Arrington had nothing to report.

January 16, 2024

Highland Meadows West CDD

C. Field Manager’s Report

Mr. Tindall presented the field manager’s report which can be found in the agenda package.

D. District Manager’s Report

i. Approval of Check Register

Ms. Adams presented the check register to the Board from October 4th through December 31st totaling \$65,390.69. Immediately following is the detailed run summary. She offered to answer any questions from the Board. Hearing none, she asked for a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Petrucci, with all in favor, the Check Register totaling \$65,390.69, 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 Mr. Arnette, seconded by Ms. Roden, with all in favor, the meeting was adjourned.

DocuSigned by:
Tricia Adams
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Secretary/Assistant Secretary

DocuSigned by:
Daniel Arnette
C544E456DE6742C
Chairman/Vice Chairman