

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

***Agenda***

***February 20, 2024***

# AGENDA

# *Highland Meadows West Community Development District*

---

219 E. Livingston St., Orlando, Florida 32801

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

February 13, 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, February 20, 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 January 16, 2024 Board of Supervisors Meetings
4. Consideration of Resolution 2024-03 Authorizing the Opening of State Board of Administration (SBA) Account
5. Consideration of Resolution 2024-04 Setting a Public Hearing for Easement Variance Policies
6. Consideration of Resolution 2024-05 Relating to the General Election and Qualifying Period Notice and Procedure
7. Consideration of Contract Agreement with Polk County Property Appraiser
8. Ratification of Amendment to Agreement with S&S Towing & Recovery, LLC
9. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Field Manager's Report
  - D. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet and Income Statement
10. Other Business
11. Supervisors Requests
12. Adjournment

# MINUTES

**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.

**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.

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 1<sup>st</sup>.

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.

**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 4<sup>th</sup> through December 31<sup>st</sup> 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.

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

# SECTION IV

**RESOLUTION 2024-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE DISTRICT MANAGER TO ESTABLISH AN ACCOUNT WITH THE STATE BOARD OF ADMINISTRATION; APPOINTING THE DISTRICT MANAGER AS ITS LEGAL REPRESENTATIVE WITH RESPECT TO SAID ACCOUNT AND PROVIDING FOR THE DURATION OF SAID AUTHORIZATION.**

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

**WHEREAS**, the District finds that from time to time it has funds on hand in excess of current needs; and

**WHEREAS**, it is in the best interest of the District and its landowners that said excess funds be invested to return the highest yield consistent with proper safeguards and the District’s currently-adopted policies regarding the deposit of public funds.

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

**SECTION 1.** That the District Manager, Governmental Management Services – Central Florida, LLC, and its designee, as legal representative(s) of the District are hereby authorized to act as the administrator(s) for funds held at the State Board of Administration.

**SECTION 2.** The District Manager and/or its designee shall have the authority to establish an account(s) on behalf of the District with the State Board of Administration, withdraw funds from or transmit funds to said account(s) at the State Board of Administration, establish funds transfer instructions, name designee(s), and initiate changes to this information via the Investment Pool Input Document.

**SECTION 3.** That this authorization shall be continuing in nature until revoked by the District or until a new legal representative is appointed.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of February, 2024.

**ATTEST:**

**HIGHLAND MEADOWS WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

---

Secretary/Assistant Secretary

---

Chairperson, Board of Supervisors

# SECTION V

## RESOLUTION 2024-04

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE FOR A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES AND FEES OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Highland Meadows West Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes (“**Act**”), for the purpose of owning, operating, maintaining, and providing certain public infrastructure improvements; and

**WHEREAS**, by virtue of certain plats and other legal instruments, the District holds certain easement rights, and additional easements may in the future be dedicated to the District (together, “**District Easements**”); and

**WHEREAS**, construction of unauthorized improvements within District Easements may interfere with the proper operation and maintenance of the District’s improvements; and

**WHEREAS**, the Board of Supervisors of the District (“**Board**”) is authorized by the Act to adopt rules, orders, rates, fees and charges pursuant to Chapter 120, Florida Statutes.

**WHEREAS**, the Board finds that it is in the best interests of the District and necessary for the efficient operation of the District to set a public hearing to consider adoption of a policy and application fee for the installation of improvements within District Easements, attached hereto as **Exhibit A** and incorporated herein by this reference (“**Easement Variance Policy**”).

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

**SECTION 1.** The Board intends to adopt its proposed Easement Variance Policy, attached hereto as **Exhibit A**, which includes an application fee. The District will hold a public hearing on such Easement Variance Policy at a meeting of the Board to be held on **April 16, 2024, at 9:30 a.m. at the Holiday Inn Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880.**

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

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

**SECTION 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 20th day of February 2024.

ATTEST:

**HIGHLAND MEADOWS WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

---

Secretary

---

Chairperson, Board of Supervisors

**Exhibit A:** Proposed Easement Variance Policy

**EXHIBIT A**  
**Proposed Easement Variance Policy**

**HIGHLAND MEADOWS WEST COMMUNITY  
DEVELOPMENT DISTRICT Easement Variance  
Policy**

*Effective:* \_\_\_\_\_

1. **Scope.** This policy applies to requests to construct/install improvements within easements held by the Highland Meadows West Community Development District (“District”). No improvements, including fences, pavers, landscaping, etc., may be constructed or installed within District easements without approval from the District. This policy is intended to prevent damage which may be caused by unauthorized obstruction of District easements.
2. **Request Procedures.** Individuals who wish to construct or install improvements within a District easement must (a) submit an application form to the District Manager or his or her designee, and (b) pay a **\$75** fee to offset the costs of processing the request. The application must be signed by the owner(s) of the property. Please note that in swale areas, any approved fence must be constructed in a manner which does not impede the flow of water. An example of permissible and impermissible fences in swale areas is attached as **Exhibit A**. Please also note that fences and other improvements may not be permissible in certain easement areas due to underground improvements, access and maintenance requirements, or other factors in the District’s discretion.
3. **Approval.** If approved, the owner(s) of the property must execute an agreement in a form acceptable to the District, which shall be recorded in the Public Records of Polk County, Florida. The District Manager shall have authority to approve applications. There shall be no requirement to bring the application before the Board of Supervisors (“Board”) for approval, unless extraordinary circumstances warrant Board consideration. The District’s approval of an application constitutes approval from the District only. The requestor is responsible for obtaining any other necessary approvals, permits and authorizations for the project, including but not limited to approvals from an HOA, county, municipality, or any other entity having an interest in the project or property utilized.
4. **Denial.** The District reserves the right to deny any request that, in its sole discretion, poses an undue risk of damage to District property or improvements; unduly limits the District’s rights to use the easement for its stated purpose; poses an undue risk to the health, safety, or welfare of District residents, guests, staff, and invitees; and/or is otherwise incompatible with the nature of the easement in question. If a request is denied, the requestor may appeal the denial at the next meeting of the Board that is at least ten (10) days from the notice of denial. The Board’s decision upon appeal shall be final.
5. **Encroachment Without Approval.** If improvements are constructed or installed within a District easement without approval, the District reserves the right to take all available legal action against the person or entity engaging in such unauthorized use.
6. **Severability.** The invalidity or unenforceability of any one or more provisions of these policies shall not affect the validity or enforceability of the remaining provisions, or any part of the policies not held to be invalid or unenforceable.
7. **Sovereign Immunity.** Nothing herein shall constitute or be construed as a waiver of the District’s sovereign immunity or limitations on liability contained in Section 768.28, *Florida Statutes*, or other statutes or law.

# SECTION VI

## RESOLUTION 2024-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE POLK COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

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

**WHEREAS**, the Board of Supervisors of the District (“**Board**”) seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Polk County Supervisor of Elections (“**Supervisor**”) to conduct the District’s elections by the qualified electors of the District at the general election (“**General Election**”).

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

1. **GENERAL ELECTION SEATS.** Seat 1, currently held by Daniel Arnette and Seat 2, currently held by Jessica Kowalski are scheduled for the General Election beginning in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Polk County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District’s General Election in November 2024, and for each subsequent General Election unless otherwise directed by the District’s Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2024.

**ATTEST:**

**HIGHLAND MEADOWS WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Chair/ Vice Chair, Board of Supervisors

## **EXHIBIT A**

### **NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Highland Meadows West Community Development District (“District”) will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Polk County Supervisor of Elections located at 250 S. Broadway Ave., Bartow, FL 33830; Ph: (863)534-5888. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Polk County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Highland Meadows West Community Development District has two (2) seats up for election, specifically seats 1 and 2. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, and in the manner prescribed by law for general elections.

For additional information, please contact the Polk County Supervisor of Elections.

# SECTION VII

# CONTRACT AGREEMENT

This Agreement made and entered into on Wednesday, January 31, 2024 by and between the Highlands Meadows West Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Marsha M. Faux, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section [197.3632](#) Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.
2. The parties herein agree that, for the 2024 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the Highlands Meadows West Community Development District.
3. The term of this Agreement shall commence on January 1, 2024 or the date signed below, whichever is later, and shall run until December 31, 2024, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.
4. The Special District shall meet all relevant requirements of Section [197.3632](#) & [190.021](#) Florida Statutes.
5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, if assessments will be included on the 2024 TRIM Notice, the Special District shall provide **proposed assessments no later than Friday, July 12, 2024**. The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.
6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Friday, September 13, 2024**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2024 tax roll.
7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice or if the TRIM Notice is not used, the rate shall be 1% of the amount levied on the 2024 tax roll. For the TRIM Notice, the Property Appraiser will require **payment on or before Friday, September 13, 2024** for processing within the Property Appraiser budget year (October 1st – September 30th).
8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.
9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

The Special District shall indemnify and hold harmless, to the extent permitted by Florida law and without waiving its right of any applicable sovereign immunity, the Property Appraiser and all respective officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Property Appraiser and all respective officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the negligent or intentional acts or omissions of the Special District or its employees, agents, servants, partners, principals, or subcontractors arising out of, relating to, or resulting from the performance of the Agreement. The Special District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Property Appraiser where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon.

EXECUTED By:

\_\_\_\_\_  
Special District Representative

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Marsha M. Faux, CFA, ASA  
Polk County Property Appraiser  
By:



\_\_\_\_\_  
Marsha M. Faux, Property Appraiser

# SECTION VIII

**FIRST AMENDMENT TO AGREEMENT BETWEEN S&S TOWING & RECOVERY, LLC AND HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT FOR TOWING SERVICES**

**THIS FIRST AMENDMENT (“Amendment”)** is made and entered into as of this 9<sup>th</sup> day of February 2024, by and between:

**HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, with a mailing address of c/o Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801 (“**District**”), and

**S&S TOWING & RECOVERY, LLC**, a Florida limited liability company, with a principal address of 29300 U.S. 27, Dundee, Florida 33838 (“**Contractor**”).

**RECITALS**

**WHEREAS**, the District and Contractor previously entered into that certain *Agreement between Highland Meadows West Community Development District and S&S Towing & Recovery, LLC, for Towing Services*, dated January 20, 2022, (“**Agreement**”), which is incorporated herein by this reference; and

**WHEREAS**, pursuant to Section 9 of the Agreement, the Agreement may be amended by an instrument in writing executed by both parties; and

**WHEREAS**, the District and Contractor now desire to further amend the Agreement to revise Exhibit A to the Agreement to the District’s current *Rules Relating to Parking Enforcement* and to revise and include certain provisions to the Agreement; and

**WHEREAS**, the District and Contractor each represent that it has the authority to execute this Amendment and to perform its obligations and duties hereunder, and each has satisfied all conditions precedent to the execution of this Amendment so that this Amendment constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**1. INCORPORATION OF RECITALS.** The recitals stated above are true and correct and by this reference are incorporated herein and form a material part of this Amendment.

**2. AMENDMENTS.** Pursuant to Section 9 of the Agreement, the District and Contractor agree to amend the Agreement in the following:

**A.** Exhibit A of the Agreement, “Parking Policies”, is hereby replaced with **Exhibit A** to this Amendment.

**B.** Contact information in Section 11, Notices, is amended as follows:

**A. If to the District:** Highland Meadows West  
Community Development  
District  
219 East Livingston Street  
Orlando, Florida 32801 Attn:  
District Manager

**With a copy to:**

Kilinski | Van Wyk PLLC  
517 E. College Avenue  
Tallahassee, Florida 32301  
Attn: District Counsel

**3. AFFIRMATION OF THE AGREEMENT.** The Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the parties. Except as described in Section 2 of this Amendment, nothing herein shall modify the rights and obligations of the parties under the Agreement. All of the remaining provisions, including, but not limited to, the engagement of services, fees, costs, indemnification, and sovereign immunity provisions, remain in full effect and fully enforceable.

**4. AUTHORIZATION.** The execution of this Amendment has been duly authorized by the appropriate body or official of the District and the Contractor, both the District and the Contractor have complied with all the requirements of law, and both the District and the Contractor have full power and authority to comply with the terms and provisions of this Amendment.

**5. EXECUTION IN COUNTERPARTS.** This Amendment may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

**6. EFFECTIVE DATE.** This Amendment shall have an effective date as of the day and year first written above.

*[Signatures on next page]*

IN WITNESS WHEREOF, the parties execute this Amendment the day and year first written above.

**HIGHLAND MEADOWS WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

DocuSigned by:

  
\_\_\_\_\_  
Chairperson, Board of Supervisors

**S&S TOWING & RECOVERY, LLC**

  
\_\_\_\_\_  
By: **David Santos**  
Its: **owner**

**Exhibit A:** Parking Policies

**Exhibit A**

**Parking Policies**

*[See following pages]*

**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 and Playground Parking.* Spots designated for mail pick up and playground access.

**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**

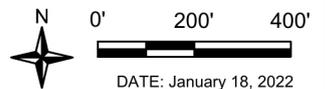
Effective date: January 16, 2024

**EXHIBIT A – *Tow Away Zones***



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

### HIGHLAND MEADOWS WEST CDD PARKING MAP



# SECTION C

# Highland Meadows West CDD

## Field Management Report



February 20, 2024

Marshall Tindall

Field Services Manager

GMS

# Complete

## Landscaping

- ✚ Landscaper has kept the CDD tracts well maintained. Minor spot weeds are being.
- ✚ Crepe myrtle trimming is being planned for end of winter.
- ✚ Playgrounds were checked. Minor trash was addressed.



# Complete

## Site Items

- ✚ Updated mailbox parking signs as approved.
- ✚ Minor fence repairs were completed
- ✚ Exposed potable line was buried



# In Progress

## Site Items

- ✚ New areas of fence have been noted and are on schedule for repairs and straightening as needed.



# Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-346-2453 or by email at [mtindall@gmscf.com](mailto:mtindall@gmscf.com). Thank you.

Respectfully,

Marshall Tindall

# SECTION D

# SECTION 1

# Highland Meadows West Community Development District

## Summary of Check Register

January 1, 2024 to January 31, 2024

<b>Fund</b>	<b>Date</b>	<b>Check No.'s</b>	<b>Amount</b>
General Fund	1/4/24	530-531	\$ 4,974.34
	1/11/24	532	\$ 4,798.58
	1/18/24	533-542	\$ 10,256.73
	1/26/24	543-545	\$ 729.64
<b>Total Amount</b>			<b>\$ 20,759.29</b>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/04/24	00001	11/01/23	183	202311	320-53800-12000		FIELD MANAGEMENT-NOV23	*	695.67		
GOVERNMENTAL MANAGEMENT SERVICES										695.67	000530
1/04/24	00026	12/01/23	11025	202312	320-53800-46200		LANDSCAPE MAINT-DEC23	*	4,278.67		
PRINCE & SONS INC.										4,278.67	000531
1/11/24	00001	1/01/24	184	202401	310-51300-34000		MANAGEMENT FEES-JAN24	*	3,343.67		
		1/01/24	184	202401	310-51300-35200		WEBSITE ADMIN-JAN24	*	100.00		
		1/01/24	184	202401	310-51300-35100		INFORMATION TECH-JAN24	*	150.00		
		1/01/24	184	202401	310-51300-31300		DISSEMINATION SVCS-JAN24	*	500.00		
		1/01/24	184	202401	310-51300-51000		OFFICE SUPPLIES-JAN24	*	.15		
		1/01/24	184	202401	310-51300-42000		POSTAGE-JAN24	*	9.09		
		1/01/24	185	202401	320-53800-12000		FIELD MANAGEMENT-JAN24	*	695.67		
GOVERNMENTAL MANAGEMENT SERVICES										4,798.58	000532
1/18/24	00041	1/16/24	BH011620	202401	310-51300-11000		BOS MEETING 1/16/24	*	200.00		
BOBBIE HENLEY										200.00	000533
1/18/24	00020	12/21/23	69041DEC	202312	320-53800-43200		1141 CATSKILL IRR DEC23	*	84.79		
		12/21/23	69042DEC	202312	320-53800-43200		809 TETON IRR DEC23	*	58.80		
CITY OF HAINES CITY										143.59	000534
1/18/24	00052	12/20/23	11358	202312	320-53800-48200		MAIL/TRASH COLLECT DEC23	*	100.00		
CLEAN STAR SERVICES OF CENTRAL FL										100.00	000535
1/18/24	00047	1/16/24	DA011620	202401	310-51300-11000		BOS MEETING 1/16/24	*	200.00		
DANIEL ARNETTE										200.00	000536
1/18/24	00054	12/31/23	00061342	202312	310-51300-48000		NOT OF RULE DEV/MAKING	*	622.70		
GANNETT FLORIDA LOCALIQ										622.70	000537

HIMW --HIGH WEST-- CWRIGHT

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
1/18/24	00001	11/30/23 182	202311 320-53800-47400	VALVE CAP/VINYL/SIGN/WASH	*	4,026.47	
				GOVERNMENTAL MANAGEMENT SERVICES			4,026.47 000538
1/18/24	00051	1/16/24 JP011620	202401 310-51300-11000	BOS MEETING 1/16/24	*	200.00	
				JESSICA PETRUCCI			200.00 000539
1/18/24	00043	1/16/24 JK011620	202401 310-51300-11000	BOS MEETING 1/16/24	*	200.00	
				JESSICA KOWALSKI			200.00 000540
1/18/24	00044	1/16/24 LR011620	202401 310-51300-11000	BOS MEETING 1/16/24	*	200.00	
				LINDSEY RODEN			200.00 000541
1/18/24	00026	12/14/23 11113	202312 320-53800-47300	RPLC NOZZLES & ROTOR DEC	*	85.30	
		1/01/24 11198	202401 320-53800-46200	LANDSCAPE MAINT-JAN24	*	4,278.67	
				PRINCE & SONS INC.			4,363.97 000542
1/26/24	00054	11/30/23 00060605	202311 310-51300-48000	NOT OF AUDIT SELECT/BOS	*	344.88	
				GANNETT FLORIDA LOCALIQ			344.88 000543
1/26/24	00036	1/08/24 8388	202312 310-51300-31500	GENERAL COUNSEL DEC23	*	334.00	
				KILINSKI / VAN WYK, PLLC			334.00 000544
1/26/24	00026	1/10/24 11443	202401 320-53800-47300	RPLC NOZZLES/SPRAY HEAD	*	50.76	
				PRINCE & SONS INC.			50.76 000545
				TOTAL FOR BANK A		20,759.29	
				TOTAL FOR REGISTER		20,759.29	

# SECTION 2

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

***Unaudited Financial Reporting***  
***December 31, 2023***



# Table of Contents

1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
4	<u>Debt Service Fund Series 2019</u>
5	<u>Debt Service Fund Series 2020 A2</u>
6	<u>Debt Service Fund Series 2020 A3</u>
7	<u>Capital Reserve Fund</u>
8-9	<u>Month to Month</u>
10	<u>Long Term Debt Report</u>
11	<u>Assessment Receipt Schedule</u>

**Highland Meadows West**  
**Community Development District**  
**Combined Balance Sheet**  
**December 31, 2023**

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
<b>Cash:</b>				
Operating Account	\$ 1,061,752	\$ -	\$ -	\$ 1,061,752
Money Market Funds	\$ -	\$ -	\$ 50,612	\$ 50,612
<b>Investments:</b>				
<b>Series 2019</b>				
Reserve	\$ -	\$ 160,125	\$ -	\$ 160,125
Revenue	\$ -	\$ 46,472	\$ -	\$ 46,472
Prepayment	\$ -	\$ 1,091	\$ -	\$ 1,091
<b>Series 2020A2</b>				
Reserve	\$ -	\$ 78,728	\$ -	\$ 78,728
Revenue	\$ -	\$ 21,499	\$ -	\$ 21,499
Prepayment	\$ -	\$ 1	\$ -	\$ 1
<b>Series 2020A3</b>				
Reserve	\$ -	\$ 27,886	\$ -	\$ 27,886
Revenue	\$ -	\$ 10,603	\$ -	\$ 10,603
Prepayment	\$ -	\$ 1	\$ -	\$ 1
Due from General Fund	\$ -	\$ 514,307	\$ -	\$ 514,307
<b>Total Assets</b>	<b>\$ 1,061,752</b>	<b>\$ 860,713</b>	<b>\$ 50,612</b>	<b>\$ 1,973,077</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 11,176	\$ -	\$ -	\$ 11,176
Due to Debt Service	\$ 514,307	\$ -	\$ -	\$ 514,307
<b>Total Liabilities</b>	<b>\$ 525,483</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 525,483</b>
<b>Fund Balance:</b>				
Restricted for:				
Debt Service - Series 2019	\$ -	\$ 517,203	\$ -	\$ 517,203
Debt Service - Series 2020A2	\$ -	\$ 251,495	\$ -	\$ 251,495
Debt Service - Series 2020A3	\$ -	\$ 92,015	\$ -	\$ 92,015
Assigned for:				
Capital Reserves	\$ -	\$ -	\$ 50,612	\$ 50,612
Unassigned	\$ 536,269	\$ -	\$ -	\$ 536,269
<b>Total Fund Balances</b>	<b>\$ 536,269</b>	<b>\$ 860,713</b>	<b>\$ 50,612</b>	<b>\$ 1,447,595</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 1,061,752</b>	<b>\$ 860,713</b>	<b>\$ 50,612</b>	<b>\$ 1,973,077</b>

# Highland Meadows West

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2023

	Adopted Budget	Prorated Budget Thru 12/31/23	Actual Thru 12/31/23	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 434,733	\$ 417,198	\$ 417,198	\$ -
Other Revenue	\$ -	\$ -	\$ 30	\$ 30
<b>Total Revenues</b>	<b>\$ 434,733</b>	<b>\$ 417,198</b>	<b>\$ 417,228</b>	<b>\$ 30</b>

#### **Expenditures:**

##### **General & Administrative:**

Supervisor Fees	\$ 12,000	\$ 3,000	\$ 1,800	\$ 1,200
Engineering	\$ 15,000	\$ 3,750	\$ -	\$ 3,750
District Counsel	\$ 18,961	\$ 4,740	\$ 2,968	\$ 1,772
Annual Audit	\$ 6,100	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Arbitrage	\$ 900	\$ -	\$ -	\$ -
Dissemination	\$ 6,000	\$ 1,500	\$ 1,500	\$ -
Trustee Fees	\$ 12,297	\$ 4,840	\$ 4,840	\$ -
Management Fees	\$ 40,124	\$ 10,031	\$ 10,031	\$ (0)
Information Technology	\$ 1,800	\$ 450	\$ 450	\$ -
Website Maintenance	\$ 1,200	\$ 300	\$ 300	\$ -
Postage & Delivery	\$ 970	\$ 243	\$ 51	\$ 191
Office Supplies	\$ 1,000	\$ 250	\$ 1	\$ 249
Copies	\$ 500	\$ 125	\$ 3	\$ 122
Insurance	\$ 6,886	\$ 6,886	\$ 6,197	\$ 689
Legal Advertising	\$ 2,500	\$ 625	\$ 1,657	\$ (1,032)
Other Current Charges	\$ 972	\$ 243	\$ 116	\$ 127
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Subtotal General &amp; Administrative</b>	<b>\$ 132,385</b>	<b>\$ 42,158</b>	<b>\$ 35,090</b>	<b>\$ 7,068</b>

# Highland Meadows West

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2023

	Adopted Budget	Prorated Budget Thru 12/31/23	Actual Thru 12/31/23	Variance
<b><i>Operations &amp; Maintenance</i></b>				
<b>Field Expenditures</b>				
Property Insurance	\$ 4,745	\$ 4,745	\$ 5,124	\$ (380)
Field Management	\$ 8,348	\$ 2,087	\$ 2,087	\$ (0)
Interlocal Amenity Agreement	\$ 101,033	\$ -	\$ -	\$ -
Playground Lease	\$ 30,000	\$ 7,500	\$ 4,088	\$ 3,412
Landscape Maintenance	\$ 56,250	\$ 14,063	\$ 12,836	\$ 1,226
Landscape Replacement	\$ 18,000	\$ 4,500	\$ -	\$ 4,500
Streetlights	\$ 19,800	\$ 4,950	\$ 2,197	\$ 2,753
Electric	\$ 6,864	\$ 1,716	\$ 2,232	\$ (516)
Water & Sewer	\$ 5,400	\$ 1,350	\$ 601	\$ 749
Sidewalk & Asphalt Maintenance	\$ 2,500	\$ 625	\$ -	\$ 625
Irrigation Repairs	\$ 6,000	\$ 1,500	\$ 777	\$ 724
General Repairs & Maintenance	\$ 10,000	\$ 2,500	\$ 5,428	\$ (2,928)
Janitorial	\$ 1,200	\$ 300	\$ 300	\$ -
Contingency	\$ 7,500	\$ 1,875	\$ -	\$ 1,875
<b>Subtotal Operations &amp; Maintenance</b>	<b>\$ 277,639</b>	<b>\$ 47,710</b>	<b>\$ 35,669</b>	<b>\$ 12,041</b>
<b>Total Expenditures</b>	<b>\$ 410,024</b>	<b>\$ 89,868</b>	<b>\$ 70,759</b>	<b>\$ 19,108</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 24,709</b>	<b>\$ 327,330</b>	<b>\$ 346,469</b>	<b>\$ (19,078)</b>
<b><i>Other Financing Sources/(Uses):</i></b>				
Transfer In/(Out) - Capital Reserves	\$ (50,000)	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (50,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (25,291)</b>		<b>\$ 346,469</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 25,291</b>		<b>\$ 189,801</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 536,269</b>	

# Highland Meadows West

## Community Development District

### Debt Service Fund Series 2019

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2023

	Adopted Budget	Prorated Budget Thru 12/31/23	Actual Thru 12/31/23	Variance
<b>Revenues:</b>				
Assessments	\$ 322,524	\$ 309,515	\$ 309,515	\$ -
Interest Income	\$ -	\$ -	\$ 4,203	\$ 4,203
<b>Total Revenues</b>	<b>\$ 322,524</b>	<b>\$ 309,515</b>	<b>\$ 313,718</b>	<b>\$ 4,203</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 113,019	\$ 113,019	\$ 113,019	\$ -
Principal - 11/1	\$ 90,000	\$ 90,000	\$ 90,000	\$ -
Interest - 5/1	\$ 111,219	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 314,238</b>	<b>\$ 203,019</b>	<b>\$ 203,019</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 8,287</b>		<b>\$ 110,700</b>	<b>\$ 4,203</b>
<b>Fund Balance - Beginning</b>	<b>\$ 240,954</b>		<b>\$ 406,504</b>	
<b>Fund Balance - Ending</b>	<b>\$ 249,241</b>		<b>\$ 517,203</b>	

# 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 December 31, 2023

	Adopted Budget	Prorated Budget Thru 12/31/23	Actual Thru 12/31/23	Variance
<b>Revenues:</b>				
Assessments	\$ 157,625	\$ 151,267	\$ 151,267	\$ -
Interest Income	\$ -	\$ -	\$ 1,620	\$ 1,620
<b>Total Revenues</b>	<b>\$ 157,625</b>	<b>\$ 151,267</b>	<b>\$ 152,887</b>	<b>\$ 1,620</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 48,297	\$ 48,297	\$ 48,297	\$ -
Principal - 5/1	\$ 60,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 48,297	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 156,594</b>	<b>\$ 48,297</b>	<b>\$ 48,297</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 1,031</b>	<b>\$ -</b>	<b>\$ 104,590</b>	<b>\$ 1,620</b>
<b>Fund Balance - Beginning</b>	<b>\$ 66,304</b>		<b>\$ 146,905</b>	
<b>Fund Balance - Ending</b>	<b>\$ 67,335</b>		<b>\$ 251,495</b>	

# 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 December 31, 2023

	Adopted Budget	Prorated Budget Thru 12/31/23	Actual Thru 12/31/23	Variance
<b>Revenues:</b>				
Assessments	\$ 55,775	\$ 53,525	\$ 53,525	\$ -
Interest Income	\$ -	\$ -	\$ 607	\$ 607
<b>Total Revenues</b>	<b>\$ 55,775</b>	<b>\$ 53,525</b>	<b>\$ 54,132</b>	<b>\$ 607</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 16,634	\$ 16,634	\$ 16,634	\$ -
Principal - 5/1	\$ 20,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 16,634	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 53,269</b>	<b>\$ 16,634</b>	<b>\$ 16,634</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 2,506</b>		<b>\$ 37,497</b>	<b>\$ 607</b>
<b>Fund Balance - Beginning</b>	<b>\$ 25,937</b>		<b>\$ 54,518</b>	
<b>Fund Balance - Ending</b>	<b>\$ 28,444</b>		<b>\$ 92,015</b>	

# Highland Meadows West

## Community Development District

### Capital Reserve Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2023

	Adopted	Prorated Budget	Actual		Variance
	Budget	Thru 12/31/23	Thru 12/31/23		
<b>Revenues</b>					
Interest Income	\$ -	\$ -	\$ 612	\$	612
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 612</b>	<b>\$</b>	<b>612</b>
<b>Expenditures:</b>					
Capital Outlay	\$ -	\$ -	\$ -	\$	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>		<b>\$ -</b>	<b>\$ 612</b>	<b>\$</b>	<b>612</b>
<b>Other Financing Sources/(Uses)</b>					
Transfer In/(Out)	\$ 50,000	\$ -	\$ -	\$	-
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>\$ 50,000</b>		<b>\$ 612</b>		
<b>Fund Balance - Beginning</b>	<b>\$ 50,000</b>		<b>\$ 50,000</b>		
<b>Fund Balance - Ending</b>	<b>\$ 100,000</b>		<b>\$ 50,612</b>		

**Highland Meadows West**  
**Community Development District**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Assessments - Tax Roll	\$ -	\$ 10,945	\$ 406,253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417,198
Other Revenue	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30
<b>Total Revenues</b>	<b>\$ 30</b>	<b>\$ 10,945</b>	<b>\$ 406,253</b>	<b>\$ -</b>	<b>\$ 417,228</b>								
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ 1,000	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District Counsel	\$ 1,407	\$ 1,227	\$ 334	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,968
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Trustee Fees	\$ 4,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,840
Management Fees	\$ 3,344	\$ 3,344	\$ 3,344	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,031
Information Technology	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Postage & Delivery	\$ 4	\$ 42	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51
Office Supplies	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
Printing & Binding	\$ -	\$ 1	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3
Insurance	\$ 6,197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,197
Legal Advertising	\$ 690	\$ 345	\$ 623	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,657
Other Current Charges	\$ 39	\$ 39	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Total General &amp; Administrative</b>	<b>\$ 23,446</b>	<b>\$ 6,547</b>	<b>\$ 5,097</b>	<b>\$ -</b>	<b>\$ 35,090</b>								

**Highland Meadows West**  
**Community Development District**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><i>Operations &amp; Maintenance</i></b>													
<b>Field Expenditures</b>													
Property Insurance	\$ 5,124	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,124
Field Management	\$ 696	\$ 696	\$ 696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,087
Interlocal Amenity Agreement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Playground Lease	\$ 1,363	\$ 1,363	\$ 1,363	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,088
Landscape Maintenance	\$ 4,279	\$ 4,279	\$ 4,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,836
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streetlights	\$ 1,501	\$ 155	\$ 540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,197
Electric	\$ 659	\$ 626	\$ 947	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,232
Water & Sewer	\$ 173	\$ 141	\$ 288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 601
Irrigation Repairs	\$ 512	\$ -	\$ 265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 777
Janitorial	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
General Repairs & Maintenance	\$ 857	\$ 4,026	\$ 545	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,428
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operations &amp; Maintenance</b>	<b>\$ 15,263</b>	<b>\$ 11,386</b>	<b>\$ 9,021</b>	<b>\$ -</b>	<b>\$ 35,669</b>								
<b>Total Expenditures</b>	<b>\$ 38,709</b>	<b>\$ 17,933</b>	<b>\$ 14,118</b>	<b>\$ -</b>	<b>\$ 70,759</b>								
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (38,679)</b>	<b>\$ (6,988)</b>	<b>\$ 392,135</b>	<b>\$ -</b>	<b>\$ 346,469</b>								
<b>Other Financing Sources/Uses:</b>													
Transfer In/(Out) - Capital Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (38,679)</b>	<b>\$ (6,988)</b>	<b>\$ 392,135</b>	<b>\$ -</b>	<b>\$ 346,469</b>								

# Highland Meadows West

## Community Development District

### Long Term Debt Report

<b>SERIES 2019, SPECIAL ASSESSMENT REVENUE BONDS</b>	
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)
<b>CURRENT BONDS OUTSTANDING</b>	<b>\$4,600,000</b>

<b>SERIES 2020 ASSESSMENT AREA 2, SPECIAL ASSESSMENT REVENUE BONDS</b>	
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)
<b>CURRENT BONDS OUTSTANDING</b>	<b>\$2,600,000</b>

<b>SERIES 2020 ASSESSMENT AREA 3, SPECIAL ASSESSMENT REVENUE BONDS</b>	
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)
<b>CURRENT BONDS OUTSTANDING</b>	<b>\$895,000</b>

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

Gross Assessments \$ 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
12/08/23	ACH	\$18,890.80	(\$755.60)	(\$362.70)	\$0.00	\$17,772.50	\$7,959.87	\$5,905.34	\$2,886.07	\$1,021.22	\$17,772.50
12/21/23	ACH	\$951,624.05	(\$38,063.70)	(\$18,271.21)	\$0.00	\$895,289.14	\$400,977.77	\$297,481.51	\$145,385.70	\$51,444.17	\$895,289.15
12/29/23	ACH	\$4,722.70	(\$188.91)	(\$90.68)	\$0.00	\$4,443.11	\$1,989.96	\$1,476.33	\$721.52	\$255.31	\$4,443.12
02/06/24	1% Admin Fee	(\$10,437.17)	\$0.00	\$0.00	\$0.00	(\$10,437.17)	(\$4,674.55)	(\$3,468.00)	(\$1,694.89)	(\$599.73)	(\$10,437.17)
<b>TOTAL</b>		<b>\$ 990,775.23</b>	<b>\$ (40,047.18)</b>	<b>\$ (19,223.30)</b>	<b>\$ -</b>	<b>\$ 931,504.75</b>	<b>\$ 417,197.85</b>	<b>\$ 309,515.02</b>	<b>\$ 151,266.75</b>	<b>\$ 53,525.15</b>	<b>\$ 931,504.77</b>

<b>96%</b>	<b>Net Percent Collected</b>
<b>\$ 39,151.78</b>	<b>Balance Remaining to Collect</b>