

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

Also present were:

Tricia Adams	District Manager, GMS
Monica Virgen	District Manager, GMS
Meredith Hammock	District Counsel, KVV Law
Molly Maggiano	KVV Law
Marshall Tindall	Field Services Manager, GMS
Chance Arrington <i>by Zoom</i>	District Engineer, Dewberry

*The following is a summary of the discussions and actions taken at the February 20, 2024 Highland Meadows West Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order. All five Board members were in attendance, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present for comment, so the next item followed.

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 16,  
2024 Board of Supervisors Meetings**

Ms. Virgen presented the minutes from the January 16, 2024 Board of Supervisors meeting to the Board. The minutes have been reviewed by District Counsel and District Management. Hearing no comments or corrections there was a motion of approval.

On MOTION by Ms. Petrucci, seconded by Ms. Henley, with all in favor, the Minutes of the January 16, 2024 Board of Supervisors Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03  
Authorizing the Opening of State Board of  
Administration (SBA) Account**

Ms. Adams reviewed Resolution 2024-03 for the Board.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Resolution 2024-03 Authorizing the Opening of State Board of Administration (SBA) Account, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04  
Setting a Public Hearing for Easement  
Variance Policies**

Ms. Adams reviewed Resolution 2024-04 for the Board.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, Resolution 2024-04 Setting a Public Hearing for Easement Variance Policies, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05  
Relating to the General Election and  
Qualifying Period Notice and Procedure**

Ms. Adams reviewed Resolution 2024-05 for the Board.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2024-05 Relating to the General Election and Qualifying Period Notice and Procedure, was approved.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Contract Agreement  
with Polk County Property Appraiser**

Ms. Adams reviewed the contract agreement with Polk County property appraiser.

On MOTION by Ms. Henley, seconded by Ms. Petrucci, with all in favor, the Contract Agreement with Polk County Property Appraiser, was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Amendment to Agreement  
with S&S Towing & Recovery, LLC**

Ms. Adams asked for the Board to ratify the amendment to the agreement with S&S Towing & Recovery, LLC.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, the Amendment to Agreement with S&S Towing & Recovery, LLC, was ratified.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock stated that dates and times for ethics training will be added to the next meeting's agenda.

**B. Engineer**

Mr. Arrington had nothing further to report to the Board and offered to answer any questions. There being no additional business requiring the Engineer's input, Ms. Adams asked the Chairman to dismiss the District Engineer from 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. Completed items included:

- Landscaping
  - Landscaping has kept the CDD tracts well maintained.
  - Crepe myrtle trimming is being planned for the end of winter.

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- Playgrounds have been checked and minor trash issues were addressed.
- Site Items
  - Updated mailbox parking signs as approved.
  - Minor fence repairs have been completed.
  - Exposed potable line was buried.
  - New areas of fence have been noted and are on schedule for repairs and straightening as needed.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Virgen presented the check register to the Board from January 1<sup>st</sup> through January 31<sup>st</sup> totaling \$20,759.29. There being no questions there was 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 through December 31<sup>st</sup> and there was nothing to bring to the Board’s attention as they are currently running under budget. This is for Board information only; no action was required.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

The Board requested adding “consideration of resolution updating meeting schedule” to the next agenda. District Counsel will provide the resolution.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen adjourned the meeting.

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On MOTION by Mr. Arnette, 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*  
FE93D4BE1C3E4B6  
Chairman/Vice Chairman