

**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, **June 18, 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 Petrucci	Assistant Secretary
Jessica Kowalski	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Monica Virgen	District Manager, GMS
Meredith Hammock	District Counsel, KVV Law
Marshall Tindall <i>via Zoom</i>	Field Services Manager, GMS
Rey Malave <i>via Zoom</i>	District Engineer

The following is a summary of the discussions and actions taken at the June 18, 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 and stated that four Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen noted that no members of the public were present during the meeting and only one in attendance via Zoom. There were no public comments at the time of this agenda item.

June 18, 2024

Highland Meadows West CDD

THIRD ORDER OF BUSINESS**Approval of Minutes of April 16, 2024
Board of Supervisors Meeting**

Ms. Virgen presented the minutes from the April 16, 2024 Board of Supervisors meeting and asked for any comments, corrections, or questions. She noted that the minutes have been reviewed by District Counsel and District Management. Hearing no comments or corrections, Ms. Virgen asked for a motion of approval.

On MOTION by Ms. Kowalski, seconded by Ms. Petrucci, with all in favor, the Minutes of the April 16, 2024 Board of Supervisors Meeting, were approved.

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

Ms. Hammock had nothing further for the Board but offered to answer any questions. There being no comments, the next item followed.

B. Engineer**i. Presentation of Annual Stormwater Inspection Report**

Mr. Malave noted that as required by the bond documents they are performing the stormwater inspection. Their findings have been provided to the District staff and will be taken care of accordingly. The report will be presented to the bond holders stating the facilities have been inspected and are well working. He offered to answer any Board questions. Hearing none there was a motion to accept the report.

ii. Presentation of Annual Engineer's Report – Series 2019 and 2020

On MOTION by Ms. Petrucci, seconded by Ms. Henley, with all in favor, Accepting the Annual Engineer's Report – Series 2019 and 2020, was approved.

C. Field Manager's Report

Mr. Tindall presented the field manager's report which can be found in the agenda package. He highlighted items for the Board and discussed some ongoing projects. There being no questions on the report, the next item followed.

June 18, 2024

Highland Meadows West CDD

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register to the Board. She offered to answer any questions. 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, was approved.

ii. Balance Sheet and Income Statement

Ms. Virgen presented the unaudited financials. This is for informational purposes only; no action is required.

iii. Presentation of Registered Voters – 649

Ms. Virgen noted the number of registered voters living within the District is 649 as of April 1st.

iv. Reminder of Form 1 Filing Deadline – July 1st

Ms. Virgen noted that the Form 1 is required to be filed by July 1st and the Board can do that electronically. Provided in the agenda is an informational insert for the Board's convince.

v. August 20th Meeting to be held at Lake Alfred Public Library – 245 N. Seminole Ave., Lake Alfred, Florida

The August 20th meeting will be held at the Lake Alfred Public Library due to unavailability at the current location. Ms. Virgen asked for a motion of approval to accept that change and noted that they will run an advertisement stating the meeting information for legal notice purposes.

On MOTION by Ms. Kowalski, seconded by Ms. Petrucci, with all in favor, the August 20th Meeting to be Held at Lake Alfred Public Library, was approved.

FIFTHH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

June 18, 2024

Highland Meadows West CDD

SIXTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Kowalski, seconded by Mr. Arnette, with all in favor, the meeting was adjourned.

DocuSigned by:
Monica Virgen
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Secretary/Assistant Secretary

DocuSigned by:
Bobbie Henley
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Chairman/Vice Chairman