

**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, **July 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:

Bobbie Henley
Lindsey Roden

Vice Chair (Appointed as Chairperson)
Assistant Secretary (Appointed as Vic
Chair)

Jessica Spencer

Assistant Secretary

Also, present were:

Monica Virgen
Tricia Adams
Meredith Hammock
Marshall Tindall
Chace Arrington *by Zoom*

District Manager, GMS
District Manager, GMS
District Counsel, KVV Law
Field Services Manager, GMS
District Engineer

The following is a summary of the discussions and actions taken at the July 16, 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 at 10:01 a.m. Three Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen noted this public comment period is for items on the agenda today. Are there any members of the public who would like to make a comment?

- Resident – Questioned the right of way tree replacement for \$133,000. Ms. Adams noted that item will be addressed during the public hearing for the budget adoption.

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THIRD ORDER OF BUSINESS**Approval of Minutes of June 18, 2024
Board of Supervisors Meeting**

Ms. Virgen presented the minutes from the June 18, 2024 Board of Supervisors meeting for approval. These minutes have been reviewed by District Counsel and District Management. The Board had no changes to the minutes.

On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, the Minutes of the June 18, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Public Hearing**

Ms. Virgen stated this is the public hearing for adopting the budget for FY2025 as well as imposing assessments and certifying an assessment roll. She asked for a motion to open the public hearing.

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

A. Consideration of Resolution 2024-10 Adopting the Fiscal Year 2025 Proposed Budget and Appropriating Funds

Ms. Virgen presented Resolution 2024-10 which memorializes 60 days prior to today's public hearing, the proposed budget had been provided to the Polk County government and noticed in accordance with Florida statutes as well as published on the District's website. A copy of the proposed budget is attached to the resolution. None of the line items have changed since the proposed budget was approved. The only exception is the actuals have been updated. There are 442 units and the proposed gross assessment per unit for FY2025 is \$1,431.57 and will be on the Polk County property tax bill. The right of way tree inspections and right of way tree replacements are driving the increase. This would be a new project with monthly inspections of the right of way area where trees not in compliance with Haines City Landscape Codes would be noted and information would be provided to HOA and letters to property owners. The right of way tree replacements are the costs to replace some of the trees that are out of compliance.

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District management staff has attempted to work with HOA as well as private property owners and has expended some funds to replace trees out of a landscape maintenance budget. The city stated if these areas are not brought into compliance, the CDD will be responsible for fines that could be up to \$500 per tree per day. The District attorney advised to add money to the budget to replace trees and avoid the expensive fees.

Ms. Adams noted if homeowners take responsibility that their property and that verge area is compliant with Haines City codes, there would be no enforcement actions or fines. Mr. Tindall did an inspection on July 3rd and found at least 117 locations where trees were not in compliance with Haines City landscape code. The proposed budget amount of \$133,000 allows for planting of the trees that will meet Haines City landscape codes and allows for maintenance of the trees.

- Resident (Christina) – Noted she is taking care of her trees and shouldn't be responsible for this. Ms. Adams noted legally the CDD has restrictions on ability to assess residents individually.
- Resident – Stop being hard on HOA and HOA should get on individual residents to do their part. Ms. Adams noted if the HOA would be proactive and enforce the declarations it would resolve the issue. The CDD made the HOA aware of this.
- Resident (Joyce) – HOA sent her a letter to replace a tree that wasn't there when she moved in. HOA is not doing their job.
- Resident (Christina) – Can this item be in discussion and residents not have to pay for this. Ms. Adams noted this item has been discussed during the proposed budget and on the Zoom meeting with property owners. The CDD's attorney recommended the Board budget for this now to avoid expensive fines during the next fiscal year. Resident asked if the additional money that is not used, will it be credited amongst other things. Ms. Adams noted the District will not expend any unnecessary funds on right of way trees nor any other expenses.
- Resident – Streetlights on budget, have more been added? Ms. Adams noted there is an anticipated utility service increase but they will monitor that line item. No additional streetlights compared to prior fiscal year. What about stoplights or stop signs? Ms. Adams noted those have already been installed but from time to time may need to be replaced or straightened. It's an absorbable cost under general repairs/maintenance.

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- Resident – Commented about cars parking on grass. Report to management any cars that are not following the CDD parking rules. Asked if trees are removed from his yard, is he responsible for that or installing a fence. Ms. Adams noted when there is a question about a private lot, it's an HOA question. The CDD doesn't approve installation of improvements on the resident's private lot and is usually an HOA matter.

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.

Ms. Henley noted when it comes to code enforcement the \$500 a day, unfortunately it is cheaper to do this than the fine per tree per day.

- Resident – Why are they charging the CDD and not the person in charge of the trees. Ms. Henley stated because the CDD owns the property that the trees are on.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2024-10 Adopting the Fiscal Year 2025 Proposed Budget and Appropriating Funds, was approved.

B. Consideration of Resolution 2024-11 Imposing Special Assessments and Certifying Assessment Roll

Ms. Adams noted now that the budget has been adopted, it needs to be funded. Resolution 2024-11 imposes assessments for O&M fees and allows for the collection of the debt service fee. Attached to the resolution is a copy of the adopted budget as well as the certified assessment roll.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2024-11 Imposing Special Assessments and Certifying Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Supervisor Kowalski, Seat 2

Ms. Virgen stated that a resignation was received from Supervisor Kowalski, seat 2.

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On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Acceptance of Supervisor Kowalski's resignation, was approved.

B. Appointment of Individual to Fulfill Vacancy of Seat 2

Ms. Virgen asked if the Board would like to appoint anyone for seat 2. Ms. Roden recommended Kristin Cassidy.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Appointing Kristin Cassidy to Seat 2, was approved.

C. Administration of Oath of Office to Newly Appointed Supervisor

Ms. Virgen stated Ms. Cassidy is not present so they will administer the oath of office at the next meeting when she is present.

D. Consideration of Resolution 2024-12 Electing Officers

Ms. Virgen stated this gives the Board the opportunity to redo the Chair or Assistant Secretary or keep the Board the same and add the new Supervisor as Assistant Secretary. Ms. Spencer nominated Bobbie Henley as Chair, Lindsey Roden Vice Chair, and all other Supervisors as Assistant Secretaries. This resolution also includes adding herself, Monica Virgen as Assistant Secretary.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2024-12 Electing Officers with Bobbie Henley as Chair, Lindsey Roden as Vice Chair, Monica Virgen as Assistant Secretary as well as all other Board members as Assistant Secretaries, was approved.

SIXTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Financial Audit Report

Ms. Virgen stated this audit report was provided by DiBartolomeo, McBee, Hartley, & Barnes. The letter to management noted it is a clean audit.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Fiscal Year 2023 Financial Audit Report, was approved.

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SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing further to report.

B. Engineer

Mr. Arrington had nothing to report.

C. Field Manager's Report

Mr. Tindall presented the field manager's report.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register from June 1, 2024 through June 30, 2024 totaling \$17,260.01 to the Board for approval. She offered to answer any questions. Hearing none, she asked for a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Check Register totaling \$17,260.01, was approved.

ii. Balance Sheet and Income Statement

Ms. Virgen presented the unaudited financials on page 100 of the agenda package. This is for informational purposes only. No action is necessary.

iii. Adoption of District Goals & Objectives

Ms. Virgen stated there is a new statutory requirement for Special Districts to approve annual goals and objectives. This requirement deadline is October 1, 2025. She recommended approving the standard set of goals and objectives put together by GMS.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Adoption of District Goals & Objectives, was approved.

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iv. Approval of Fiscal Year 2025 Meeting Schedule

Ms. Virgen noted this meeting schedule contemplates the Board will host meeting in accordance with the current meeting schedule at 10:00 a.m. on the third Tuesday of each month at this location.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

v. August 20th Meeting to be held at Lake Alfred Public Library

Ms. Virgen reminded the Board that the August 20th meeting will be at the Lake Alfred Public Library.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

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

Signed by:
Tricia Adams
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Secretary/Assistant Secretary

Signed by:
Bobbie Henley
FE93D4BE1C3E4B6...
Chairman/Vice Chairman