

**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, **November 19, 2024** at 10:00 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	Chairperson
Lindsey Roden	Vice Chairperson
Jessica Spencer	Assistant Secretary
Kristin Cassidy	Assistant Secretary

Also, present were:

Monica Virgen	District Manager, GMS
Tricia Adams	District Manager, GMS
Savannah Hancock	District Counsel, KVV Law
Marshall Tindall	Field Services Manager, GMS
Rey Malave <i>by Zoom</i>	District Engineer

The following is a summary of the discussions and actions taken at the November 19, 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 called Roll. Four Board members were in attendance, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen stated that no members of the public were present or on Zoom.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath of Office to Newly Elected Supervisor

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Ms. Virgen stated there were no landowners present at the landowners' election meeting. Therefore, no new Board members or administration of the oath of office will be provided to any new Board members. She suggested that the organizational matters for the third order of business would be deferred to the next meeting.

Ms. Spencer asked if they should go ahead and appoint Lindsey Roden. Ms. Adams stated that the Board might want to consider the landowner's seat and its requirements. Because of the vacancy, the Board could appoint a Florida resident to a four-year term. She added that Supervisor Lindsey Roden had been serving, so the Board might want to consider making an appointment, and then her term would not expire until November 2028.

B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election

Ms. Virgen stated that this would be deferred.

C. Election of Officers

Ms. Virgen stated that they were appointing Ms. Lindsey Roden to seat #3, with the term expiring November 2028.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Appointing Lindsey Roden to Seat #3, was approved.

D. Consideration of Resolution 2025-02 Electing Officers

Ms. Virgen stated that a Board member had been appointed, and they could administer the oath to Ms. Roden, which would allow her to participate in voting.

Ms. Virgen administered the oath that Ms. Roden accepted.

Ms. Virgen stated that Ms. Roden had been appointed to seat #3, and the oath had been administered. She added that they would go ahead and consider Resolution 2025-02 election of officers. Ms. Virgen noted that the Board can rearrange or keep the same seats.

Ms. Virgen stated that Ms. Henley was Chair, Ms. Roden was Vice-Chair, and the other Board members were Assistant Secretaries.

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On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, Resolution 2025-02 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the October 15, 2024, Board of Supervisors Meeting**

Ms. Virgen presented the minutes from the October 15, 2024, Board of Supervisors meeting. She stated that she had reviewed them and could answer any questions. Then, she motioned to approve them as presented.

On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, the Minutes of the October 15, 2024, the Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2025-03 #1 Declaring Seats 1 and 2 Vacant**

Ms. Virgen noted that Seats #1 and #2 were subject to general election. She added that there were no qualified electors, so the seats were considered vacant as of November 19, 2024, and all the resolution does is certify that. She stated that Seats #1 and #2 would remain for Mr. Daniel Arnette, Chair, and Ms. Kristen Cassidy, Assistant Secretary, and cannot be changed until they are qualified electors. Ms. Virgen suggested that if it was to the pleasure of the Board, she could direct their amenities team to email residents.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Resolution 2025-03 Declaring Seats #1 and #2 Vacant, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2025-04 Authorizing Publication of Legal Notices on Public Website**

Ms. Virgen asked Ms. Hancock to review the resolution. Ms. Hancock stated that this authorized the publication of legal notices on a public website. She added that the Resolution authorizes online publication of specific legal notices. She noted that it isn't every notice, but it'll be posted on a Polk County website created by the County Commission. She added that it can be used for meetings, meeting changes, and trade sessions. Ms. Hancock stated they needed a

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resolution that authorized them to use it online. She added they would have to publish a notice in the paper that says they will be using online publication.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-04 Authorizing Publication of Legal Notices on Public Website was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Fiscal Year 2024 Audit Engagement Letter

Ms. Adams stated that DiBartolomeo, McBee, Hartley, and Barnes provided the engagement letter. It is in alignment with your five-year agreement and the budget.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Fiscal Year 2024 Audit Engagement Letter, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock stated they had nothing to report unless someone had questions.

B. Engineer

Mr. Malave stated they had nothing unless someone had comments or questions.

C. Field Manager's Report

i. Consideration of 2024-2025 Landscape Maintenance Renewal

Mr. Tindall stated that the report is on page 49 of the agenda. He added two renewals to go through the standard process for the janitorial and landscaping and will review after the report. Mr. Tindall noted that everything was going ok after the storms. He added some areas still needed to be completed. He said the landscape had been approved to go ahead and get trees on the CDD tracks straightened and strapped. Mr. Tindall added that most of the trees are in Phase #3, and there are a couple along the walks, but nothing dramatic. They fixed a few small items that would be on the higher evidence slides. There was also a private fence that was bumped by a mower. The landscaper communicated with the resident, and that should be resolved.

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Mr. Tindall added that as the storms continue, the initial phase of fence prep, while not perfect, is standard practice to stack and pick up all materials. What was still good was reinstalled. He noted that during that process, an assessment was conducted to communicate with vendors to find the most effective vendor to follow through with the additional work. Mr. Tindall stated that some companies don't want to reuse existing materials or events. They want to tear everything out and give you a price for the entire thing while it is insured, that is still typically a massive bill. He added they were still working to find other vendors that could be quicker and more financially effective. Mr. Tindall noted the landscaper contract. He said a soft approval was completed last year to accommodate the additional service recommended to mow more frequently as they go into the summer seasons. It is budgeted for 2025. The amount for everything planned is \$56,250.00. It is a matter of renewing to include the additional mows at that rate. The overall rate had not increased.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the 2024-2025 Landscape Maintenance Renewal was approved.

ii. Consideration of 2024-2025 Janitorial Maintenance Renewal

Mr. Tindall presented the janitorial renewal on page 56 for the general rates. He added that the budget is \$3,600.00. That includes emptying the trash cans three times a week. Also, the playground trash is disposed of twice a week, and then the dog stations are disposed of twice a week. Mr. Tindall stated there would be more consistent coverage in the pickups in the future. He noted they were moving the landscaper to the janitorial coverage. He added that the landscape renewal would still include the dog stations. Mr. Tindall stated they would still place bags for a nominal fee as needed.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the 2024-2025 Janitorial Maintenance Renewal, was approved.

Mr. Tindall stated there had been an issue in the community with traffic congestion at the intersections near the school. Roads are getting backed up in both directions during school. Mr. Tindall noted that parents parked at or near intersections, creating issues with people trying to get

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in and out of the community. Mr. Tindall pointed out that installing signs that read no idling, no stopping, and no standing in areas around the school's entrance would allow law enforcement to move people along. It was recommended that the signs be placed before getting to the intersection so they would not interfere with the existing stop signs.

Ms. Virgen stated that the Board would recommend having a public hearing to amend and restate parking rules because adding the signs would change the current parking rules. Currently, there were no restrictions on parking at the entrances. Ms. Virgen noted that adding the signs would differ from the parking rules. To ensure that it is all uniform, they would add language to the amended parking rules to allow for minor changes in the future without having to have another public hearing. The proposed cost for the 14 signs is \$2,355.00. Ms. Virgen stated they would want a motion set for a public hearing. She added they had discussed setting it in the January 2025 meeting. That would allow them time to notice the 28 and 29 day requirements for the public hearing. Ms. Virgen requested a motion to accept the proposal for 14 signs and set up a public hearing.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Proposal for No Idling, Stopping, Standing Signage at Entrance Approving Option A (14 Signs), and Authorize Staff to Notice Public Hearing to Amend and Restate Parking Policies for January Meeting, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register from October 1, 2024, through November 1, 2024, totaling \$15,764.46. A detailed check register is available. Ms. Virgen stated she would be happy to answer any questions or comments.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Check Register from October 1, 2024, through November 1, 2024, was approved.

ii. Balance Sheet and Income Statement

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Ms. Virgen presented the Balance Sheet and Income Statement on page 63 of the agenda. She stated that this was provided for informational purposes and that she would be happy to answer any questions.

iii. Notice of Insurance Claim Filed for Hurricane Milton Damages

Ms. Virgen stated she was notifying the Board, and it was on page 77 of the agenda. The claim was submitted around October 12, 2024, and would only cover the fence damage, but the missing and leaning street signs are not included in the policy.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.


ELEVENTH ORDER OF BUSINESS

Adjournment

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

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Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman