

**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 21, 2025**, 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
Jamie McMillan <i>by Zoom</i>	GMS
Savannah Hancock	District Counsel, KVV Law
Marshall Tindall	Field Services Manager, GMS
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry

*The following is a summary of the discussions and actions taken at the January 21, 2025, 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.

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**THIRD ORDER OF BUSINESS**

**Organizational Matters**

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

Ms. Virgen stated during the November Landowner's meeting there were no landowners present. She added this certifies there were no ballots cast.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**B. Acceptance of Resignation of Supervisor Arnette in Seat 1**

Ms. Virgen stated Mr. Arnette's resignation is on page 9 of the agenda package.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Accepting the Resignation of Supervisor Arnette in Seat 1, was approved.

**C. Appointment of Individuals to Fill Vacancies in Seats 1 and 2**

Ms. Virgen stated Seat 1 and Seat 2 are both general election seats, meaning they will have to be filled with someone who is a qualified elector. She added she has not received any emails of qualified electors who are interested and asked the Board if they have any nominations. The Board did not have any nominations at this time.

**D. Administration of Oath of Office to Newly Appointed Supervisor(s)**

**E. Consideration of Resolution 2025-05 Electing Officers**

Items D and E were tabled to a future meeting agenda.

**FOURTH ORDER OF BUSINESS**

**Ratification of Resolution 2025-06 Setting Time, Date, and Location of Public Hearing to Amend and Restate Parking and Towing Policies**

Ms. Virgen stated at the last meeting, the Board approved signs stating, "No Stopping or Idling," and this resolution sets the public hearing.

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On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-06, Setting Time, Date, and Location of Public Hearing to Amend and Restate Parking and Towing Policies, was ratified.

**FIFTH ORDER OF BUSINESS**

**Public Hearing Regarding Rules Related to Parking and Enforcement**

Ms. Virgen asked for a motion to open the public hearing.

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

**A. Consideration of Resolution 2025-07, Adopting Amended Parking Policies**

Ms. Virgin stated there were no member of the public present. She presented the amended parking policies and asked for any questions. She noted this item allows the District to add additional tow-away zones if needed.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-07 Adopting Amended Parking Policies, was approved.

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

**SIXTH ORDER OF BUSINESS**

**Approval of Minutes of the November 19, 2024, Landowner's and Board of Supervisor's Meetings**

Ms. Virgen presented the minutes of the November 19, 2024, Landowner's and Board of Supervisor's meeting. She asked for any comments, corrections, or changes. The Board had no changes at this time.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Minutes of the November 19, 2024, Landowner's and Board of Supervisor's Meetings, were approved.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Data Sharing & Usage Agreement with Polk County Property Appraiser**

Ms. Virgen stated this agreement certifies the records that Polk County holds exempt, the District will also hold exempt from public records.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Data Sharing & Usage Agreement with Polk County Property Appraiser, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Non-Ad Valorem Contract Agreement with Polk County Property Appraiser**

Ms. Virgen presented the Non-Ad Valorem Contract Agreement with Polk County Property Appraiser on page 43 of the agenda. She stated this agreement allows the District to include CDD assessments on the No-Ad Valorem of the Polk County Tax Bill.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock 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**

Mr. Tindall stated he has not seen any major issues in the landscaping. He noted the archways at the front are deteriorating and is planning on replacing those when it heats up. He added they went through and checked all the entrances and only found one outlet missing. He said if the fencing group is unable to work on the fence by the end of the month, he will have staff look at the fence.

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**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Virgen presented the check register from November 2024, through January, 2025, totaling \$15,764.46. A detailed check register is available. Ms. Virgen stated she would be happy to answer any questions on the financials.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Virgen presented the balance sheet and income statement. She stated that this was provided for informational purposes and that she would be happy to answer any questions.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Monica Virgen*  
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Secretary/Assistant Secretary

Signed by:  
*Bobbie Henley*  
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Chairman/Vice Chairman