

**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, **March 18, 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
Lindsey Roden
Jessica Spencer
Kristin Cassidy

Chairperson
Vice Chairperson
Assistant Secretary
Assistant Secretary

Also, present were:

Monica Virgen
Savannah Hancock
Meredith Hammock *by Zoom*
Marshall Tindall
Rey Malave *by Zoom*
Chace Arrington *by Zoom*

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

The following is a summary of the discussions and actions taken at the March 18, 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. Appointment of Individuals to Fill Vacancies in Seats 1 and 2**

Ms. Virgen stated that the first step was to appoint individuals to fill seats #1 and #2. She noted they had holdovers for seat #2, Ms. Kristin Cassidy was holding over, and seat #1 was currently vacant. Ms. Virgen noted that these seats would need to be filled by qualified electors. She asked if the Board had any recommendations. Ms. Virgen said they would keep the item on the agenda until the seats were filled.

B. Administration of Oaths of Office**C. Consideration of Resolution 2025-05 Electing Officers**

Ms. Virgen stated this item would be kept on the agenda until the seats #1 and #2 were filled.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the January 21, 2025, Board of Supervisors Meeting**

Ms. Virgen stated that the minutes could be found on page 8 of the agenda package. She noted that she had reviewed the minutes and the District staff and was happy to hear comments or corrections and could answer any questions. The Board had no changes to the minutes.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes of the January 21, 2025, Board of Supervisors Meeting, were approved.
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FIFTH ORDER OF BUSINESS**Consideration of Mailbox Agreement with Orchid Terrace HOA**

Ms. Virgen stated that this agreement allowed mailbox kiosks to be placed on District property. She added that the District owns the concrete pad on which the mailbox kiosks are located. Ms. Virgen noted that they must allow or enter into a license agreement with the HOA to have those kiosks. She added that the kiosks were already there, and this was to memorialize the maintenance.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Mailbox Agreement with Orchid Terrace HOA, was approved.

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SIXTH ORDER OF BUSINESS

Presentation of Series 2020A AA2 & Series 2020A AA3 Arbitrage Rebate Reports

Ms. Virgen stated presented the arbitrage rebate reports. She added that on page 4 there was a negative arbitrage amount listed. This showed that the District was not earning more interest than it paid on the bonds.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Accepting the Series 2020A AA2 & Series 2020A AA3 Arbitrage Rebate Reports, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated they had sent out all of the ethics training emails with the link a few weeks ago. She noted to be sure to complete that by December 31, 2025, and if anyone had any questions, they could contact her.

B. Engineer

Mr. Malave had nothing additional to report.

C. Field Manager's Report

Mr. Tindall stated they were adding mulch that was within the budget. He said they would add the new mulch at the entrance in late spring. He noted that a couple oak trees had been replaced. The fences were repaired and finished. Mr. Tindall said they would send over the last invoices this week. Mr. Tindall noted incidents where kids had been kicking out the panels between the high school and the community across the street. Mr. Tindall stated that he had contacted the authorities, but they considered the incidents unimportant. Mr. Tindall said the panels are being kicked down daily after being repeatedly repaired. He noted that he would stay on it to see what can be done about the kids who continue to do the damage.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register from January 9, 2025, through March 7, 2025, totaling \$575,774.77. Following the summary was a detailed check register that outlined all the

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payments and checks made by the District. Ms. Virgen stated she would be happy to answer any questions on the financials.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Check Register from January 9, 2025 through March 7, 2025, was approved.

ii. Balance Sheet and Income Statement

Ms. Virgen presented the balance sheet and income statement. They were unaudited financials through January 31, 2025. She stated that this was provided for informational purposes and that she would be happy to answer any questions.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Roden, 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