

**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, **April 15, 2025**, at 10:03 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
Savannah Hancock <i>by Zoom</i>	District Counsel, KVV Law
Meredith Hammock <i>by Zoom</i>	District Counsel, KVV Law
Marshall Tindall	Field Services Manager, GMS
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry

The following is a summary of the discussions and actions taken at the April 15, 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 at 10:03 a.m. and called roll. Four Board members were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen stated there were no members of the public present in person or attending by Zoom.

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THIRD ORDER OF BUSINESS

Organizational Matters

- A. Appointment of Individuals to Fill Vacancies in Seats 1 and 2**
- B. Administration of Oath of Office to Newly Appointed Supervisor(s)**
- C. Consideration of Resolution 2025-05 Electing Officers**

Items A, B, and C were tabled to a future meeting agenda.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the March 18, 2025, Board of Supervisors Meeting

Ms. Virgen presented the minutes of the March 18, 2025 Board of Supervisors meeting. She noted that these minutes have been reviewed by District manager and District staff. She offered to take any comments or corrections.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Minutes of the March 18, 2025, Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-08 Approving the Fiscal Year 2026 Proposed Budget and Setting a Public Hearing to Adopt

Ms. Virgen stated approval of Resolution 2025-08 will approve the proposed budget attached as Exhibit 'A' to this resolution. It will also set the public hearing for July 15, 2025 at 10:00 a.m. at this location at the Holiday Inn, Winter Haven, 200 Cypress Gardens Blvd, Winter Haven FL. They will need to confirm a quorum for that date as well. This resolution allows District staff to transmit the proposed budget to Polk County at least 60 days prior to the date of the public hearing. It also allows District staff to post the proposed budget on the District website and publish a notice in the newspaper. This sets the cap for assessments. If the Board approves this budget, you can change individual line items and decrease but cannot go above what is listed on this budget. She reviewed the proposed budget. A Board member asked if there is any possibility to reduce the right of way tree replacement based on the actual and proposed. Mr. Tindall stated the proposal in front of the Board is to treat the worst offenders which are the ones that are dead to the ground and as a whole. He will wait for more information from the city.

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On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-08 Approving the Fiscal Year 2026 Proposed Budget and Setting a Public Hearing to Adopt on July 15, 2025, was approved.

SIXTH ORDER OF BUSINESS**Presentation of Series 2019 Arbitrage Rebate Report**

Ms. Virgen stated this is on page 34 of the agenda package. Page 4 of the report which is page 37 of the agenda package shows a negative arbitrage amount listed. It shows the District is not earning more interest than they pay on the bonds.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Acceptance of the Series 2019 Arbitrage Rebate Reports, was approved.

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

Ms. Hancock reminded the Board of the 4-hours ethics training due by December 31st.

B. Engineer

Mr. Duncan noted they are there in case the Board has any questions. Ms. Virgen excused the Engineer from the meeting.

C. Field Manager's Report

Mr. Tindall reviewed the Field Manager's Report. Topics included landscaping, tree issues, and fence repair. Ms. Virgen was contacted by the HOA president of a neighboring community with photos of the individuals involved in kicking the fence out. She will make a police report to see what can be done.

Mr. Tindall presented a proposal from Prince & Sons for ROW tree replacement. Ms. Hancock asked Mr. Tindall to email her the Prince proposal.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Proposal from Prince & Sons for ROW Tree Replacement, was approved.

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D. District Manager's Report**i. Approval of Check Register**

Ms. Virgen presented the check register from March 8th through April 1st totaling \$489,195.74. Immediately following the register is a detailed run summary.

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

ii. Balance Sheet and Income Statement

Ms. Virgen noted on page 62 of the agenda package are the unaudited financials through February 28, 2025. These are for informational purposes. She offered 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. Henley, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman