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 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
Jessica Spencer	Assistant Secretary
Kristin Cassidy	Assistant Secretary
Lindsey Roden *joined late by Zoom*	Assistant Secretary

Also, present were:

Katie O’Rourke	District Manager, GMS
Tricia Adams	District Manager, GMS
Savannah Hancock	District Counsel, KVW Law
Meredith Hammock	District Counsel, KVW Law
Joel Blanco	Field Services Manager, GMS
Joey Duncan *by Zoom*	District Engineer, Dewberry

The following is a summary of the discussions and actions taken at the July 15, 2025, Highland Meadows West Community Development District’s Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS **Roll Call**

Ms. O’Rourke called the meeting to order.

SECOND ORDER OF BUSINESS **Public Comment Period**

Ms. O’Rourke opened up the meeting for public comments. Hearing no comments, the next item followed.

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

No action was taken on items A through C.

FOURTH ORDER OF BUSINESS **Public Hearing on the Adoption of Fiscal Year 2026 Budget**

Ms. Adams 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.

Ms. Adams stated there are no members of the public present nor are there any members of the public on Zoom. She asked for a motion to close the public hearing.

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

A. Consideration of Resolution 2025-09 Adopting the District's Fiscal Year 2026 Budget and Appropriating Funds

Ms. Adams stated adoption of this resolution will adopt your budget which the Board approved as a proposed budget. The adopted budget will be attached to the amendment as Exhibit A. Approval of this resolution also appropriates funds for the general fund, debt service fund, as well as capital reserves fund. Approval of this resolution also has a provision should the Board need to amend the budget during the upcoming fiscal year. The proposed budget is on page 13 of the agenda package. The actuals have been updated through the end of May 2025. Each unit will have the gross assessment of $1,431.57 on their tax bill.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-09 Adopting the District's Fiscal Year 2026 Budget and Appropriating Funds, was approved.

**Lindsey Roden joined the meeting via Zoom at this time.*

B. Consideration of Resolution 2025-10 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Adams stated they are proposing to fund the budget with the special assessments on the tax roll. Approval of this resolution authorizes the imposition and collection of your O&M fee as well as collection of the debt service fee on the tax roll. The adopted budget and a copy of the tax roll are attached to the resolution.

On MOTION by Ms. Henley, seconded by Ms. Cassidy, with all in favor, Resolution 2025-10 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS **Approval of Minutes of the April 15, 2025, Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes of the April 15, 2025 Board of Supervisors meeting. and offered to take any corrections or edits.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Minutes of the April 15 18, 2025, Board of Supervisors Meeting, were approved.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2025-11 Removing and Appointing an Assistant Secretary**

Ms. Adams recommended that Katie O'Rourke be appointed as an Assistant Secretary. Monica Virgen will be serving in a different capacity so will no longer serve as an Assistant Secretary for this District.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Resolution 2025-11 Removing Monica Virgen and Appointing Katie O'Rourke as Assistant Secretary for the District, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-012 Authorizing Spending Limits**

Ms. O'Rourke stated this resolution is administrative in nature and sets the spending limits for the Chair or the District Manager to be able to sign invoices or agreements outside of the meeting. It sets those limits up to a certain amount. The District Manager can approve up to $2,500 per proposal or event. The Chair or Vice Chair if the Chair is not available may authorize expenses up to $10,000 per proposal or event. Jointly, they both may be able to authorize expenses up to $25,000.

> On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Resolution 2025-12 Authorizing Spending Limits, was approved.

EIGHTH ORDER OF BUSINESS **Review and Acceptance of Fiscal Year 2024 Audit Report**

Ms. O'Rourke stated all CDD's are required to undergo an annual independent audit. DiBartolomeo, McBee, Hartley & Barnes performed this independent audit. It was submitted on time by the June 30th deadline and was a clean audit.

> On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Acceptance of the Fiscal Year 2024 Audit Report, was approved.

NINTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

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

B. Engineer

i. Ratification of Work Authorization 2025-02

Mr. Duncan stated the authorization for the annual report has already been signed by Bobbie. Ms. Adams noted the annual report was time sensitive and in order to meet the deadline for the Trustee, it was presented to the Chair for approval. The Chair approved the expenses so now we just need a motion to ratify.

> On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Work Authorization 2025-02, was ratified.

ii. Presentation of Annual Engineers Inspection Report

Mr. Duncan stated the inspection was completed on June 18th. All of the items are small maintenance issues and the District should be in good working order as per the bond requirements. Ms. Adams noted upon receipt of the report, the District Manager's office provided a copy of the Engineers Report to field management staff as well as the director of field services so they can develop a scope to address any of the minor maintenance issues noted in the report.

> On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Accepting the Annual Engineers Inspection Report, was approved.

C. Field Manager's Report

Mr. Blanco reviewed the Field Managers Report. He presented a proposal for fill ins at the entrances, mulch at the entrances and the perimeter, and addressing a sloped area that washes out for repair. The budget was reviewed and it is within budget.

> On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Proposal for fill ins at the entrances, mulch at the entrances and perimeter and to repair an area that washes out, was approved.

Mr. Blanco noted field staff has conducted some general maintenance and inspections including review of vinyl fences. Some fences appeared to be kicked down which is on schedule to be repaired. The 34 trees that were previously approved were installed. He noted when he receives the Engineers Report, he will do a proposal to address all of the items that are field related or maintenance staff can handle and present it at the next meeting.

D. District Manager's Report

i. Approval of Check Register

Ms. O'Rourke presented the check register from May 29th through June 30th totaling $15,415.45. Immediately following is a detailed run summary of the checks written. All of these have been reviewed for accuracy but happy to answer any questions on checks or invoices.

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

ii. Balance Sheet and Income Statement

Ms. O'Rourke noted on page 145 is the unaudited financial statements through May 31, 2025. No action is required by the Board.

iii. Presentation of Registered Voters – 693

Ms. O'Rourke presented a letter from the Polk County Supervisor of Elections indicating as of April 15, 2025 there were 693 registered voters within the CDD.

iv. Consideration of Fiscal Year 2026 Meeting Schedule

Ms. O'Rourke noted on page 164 of the agenda package is the 2026 fiscal year meeting schedule. All meetings are on the third Tuesday of each month at 10:00 a.m. at this location.

> On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Fiscal Year 2026 Meeting Schedule, was approved.

v. District Goals and Objectives

1. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. O'Rourke noted last year was the new law requiring CDDs to adopt yearly goals and objectives and report on them at the end of each fiscal year. GMS has found it beneficial to adopt these each year at the same meeting where you consider the annual budget. The performance measures and standards start on page 167 of the agenda package. The 2026 goals & objectives are the same goals that the Board reviewed and approved for the 2025 fiscal year. These would be effective October 1, 2025 – September 30, 2026.

> On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Adopting the Fiscal Year 2026 Goals & Objectives, was approved.

2. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing the Chair to Execute

Ms. O'Rourke noted currently they are tracking to meet all of these this year and have already met some. She asked for a motion to authorize the Chair to sign off on these goals &

objectives at the end of the fiscal year which would allow staff to post those to the District website by December 31, 2025. The Chair will check off that these have been completed then the Chair and District Manager will sign to affirm it is complete.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Accepting the Fiscal Year 2025 Goals & Objectives and Authorizing the Chair to Execute, was approved.

TENTH ORDER OF BUSINESS **Other Business**

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS **Supervisors Requests**

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS **Adjournment**

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

Signed by:
Katie O'Rourke
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Secretary/Assistant Secretary

Signed by:
Bobbie Shockley
B4BFE8F149CE478...

Chairman/Vice Chairman