

**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, **October 21, 2025**, at 10:00 a.m. at the Lake Alfred Public Library, 245 N Seminole Ave, Lake Alfred, Florida.

Present and constituting a quorum:

Bobbie Shockley	Chairperson
Jessica Spencer	Assistant Secretary
Lindsey Roden	Assistant Secretary
Kristin Cassidy <i>by Zoom</i>	Assistant Secretary

Also, present were:

Katie O'Rourke	District Manager, GMS
Savannah Hancock	District Counsel, KVV Law
Marshall Tindall	Field Services Manager, GMS
Joey Duncan	District Engineer, Dewberry
Chace Arrington	District Engineer, Dewberry

The following is a summary of the discussions and actions taken at the October 21, 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 at 10:01 a.m. Three Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

October 21, 2025

Highland Meadows West CDD

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 15, 2025 Board of Supervisors Meeting

Ms. O'Rourke presented the minutes of the July 15, 2025 Board of Supervisors meeting. She stated these were checked for accuracy and asked if there were any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Minutes of the July 15, 2025 Board of Supervisors Meeting, was approved.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Review of Letter of Interest from Jolene Rodriguez

Ms. O'Rourke stated that they received a letter of interest from Jolene Rodriguez to fill vacant Seat 1, a general elector seat expiring in November 2028. She noted that Ms. Rodriguez planned to attend but was absent and had not responded to follow-up emails, so the Board agreed to table the item. Ms. O'Rourke confirmed the seat remains vacant and she will follow up with Ms. Rodriguez and send an email to gauge any additional interest.

FIFTH ORDER OF BUSINESS

KVW Memo Regarding Updated Provisions to Rules of Procedure

A. Consideration of Resolution 2026-02 Setting a Public Hearing to Amend Rules of Procedure

Ms. O'Rourke suggested that the public hearing be set for January 20, 2026.

B. Updated Rules of Procedure

Ms. Hancock noted the updated rules of procedure were the result of some legislative updates that took place over the summer.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-02 Setting a Public Hearing to Amend Rules of Procedure for January 20, 2026, was approved.

October 21, 2025

Highland Meadows West CDD

SIXTH ORDER OF BUSINESS

Ratification of FY25 Audit Engagement Letter from DMHB

Ms. O'Rourke presented the Fiscal Year 2025 Audit Engagement Letter from DMHB. She noted the pricing was laid out, it was consistent with the cost they recommended and the cost is within budget.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the FY25 Audit Engagement Letter, was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Assignment of Towing Services Agreement with Downtown Tow & Hold

Ms. O'Rourke presented the updated agreement with Downtown Tow & Hold. She noted this was an administrative change to the company name, that the company is still the same, they've just changed their name from SNS Towing to Downtown Tow & Hold.

On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, the Assignment of Towing Services Agreement with Downtown Tow & Hold, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Holiday Lighting Agreement with Sloan Lighting

Ms. O'Rourke stated Ms. Shockley had already signed the Holiday Lighting Agreement with Sloan Lighting. She noted this is within budget for holiday décor and is looking for ratification.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Holiday Lighting Agreement with Sloan Lighting, was ratified.

NINTH ORDER OF BUSINESS

Ratification of HOA License Agreement for HOA Events

Ms. O'Rourke stated Ms. Shockley had already signed the HOA License Agreement as well. She noted this was an agreement drafted so the HOA can hold their annual meeting and

October 21, 2025

Highland Meadows West CDD

budget meetings at the pool at the end of the month. The agreement will also allow them to reach out if they want to hold any additional meetings in the future.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, HOA License Agreement for HOA Events, was ratified.

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

Ms. Hancock had nothing to report and offered to answer any questions from the Board.

B. Engineer**i. Consideration of Work Authorization for FY26 Engineering Services**

Mr. Duncan presented their work authorization for FY26. He stated they're estimating a budget of \$15,000 plus other direct costs. He offered to answer any questions, and it was noted that this is within budget for engineering services.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Work Authorization for FY26 Engineering Services, was approved.

C. Field Manager's Report

Mr. Tindall reviewed the maintenance report, noting it was provided under separate cover and included updates on landscaping, general maintenance, and stormwater systems. He reported that overall landscaping conditions were good, with mowing, trimming, and detailing completed as scheduled. Maintenance staff had cleaned entrance signs and walls, and minor storm-related fence repairs were addressed. He noted some deterioration in the playground's rubber-coated steel platforms, one of which was patched, and said he would consult with the playground manager about refurbishing or replacing the panels. New no idling signs approved at the previous meeting have been installed. Mr. Tindall also discussed storm drain maintenance, stating that sediment buildup and debris had been cleared and one dislodged foot drain grate was promptly reset after suspected tampering. Mr. Tindall reviewed a landscaping contract renewal, which includes a 3% increase to account for rising labor costs. The total, \$57,936, remains within the approved budget of \$57,938.

October 21, 2025

Highland Meadows West CDD

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Budget for Landscaping Increase, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. O’Rourke presented the check register from July 1, 2025 through October 10, 2025 totaling \$126,382.55. She noted that immediately following the check register is a detailed run summary of the checks.

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

ii. Balance Sheet and Income Statement

Ms. O’Rourke presented the unaudited financial statements and noted no action is required by the Board.

iii. Approval of Amenity Policy Regarding Access Card Issuance

Ms. O’Rourke noted there was an administrative change to the language in the amenity policy under the access cards. She stated this is just saying that instead of cards being issued upon closing, they’re issued after a resident registers for amenity access.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Amenity Policy Regarding Access Card Issuance, was approved.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

October 21, 2025

Highland Meadows West CDD

Signed by:

Katie O'Rourke

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Secretary/Assistant Secretary

Signed by:

Bobbie Shockley

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Chairman/Vice Chairman