

**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 20, 2026**, 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 Shockley	Chairperson
Lindsey Roden	Vice Chairperson
Jessica Spencer	Assistant Secretary
Kristin Cassidy <i>by Zoom</i>	Assistant Secretary

Also, present were:

Katie O'Rourke	District Manager, GMS
Savannah Hancock <i>by Zoom</i>	District Counsel, KVV Law
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Services Manager, GMS

The following is a summary of the discussions and actions taken at the January 20, 2026, 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. Three Supervisors were present 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.

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THIRD ORDER OF BUSINESS

**Approval of Minutes of the October 21,
2025 Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes of the October 21, 2025 Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Minutes of the October 21, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

Ms. O'Rourke asked for a motion to open the public hearing.

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

A. Consideration of Resolution 2026-03 Adopting Amended and Restated Rules of Procedure

Ms. O'Rourke presented Resolution 2026-03. She stated these are administrative updates to the Rules of Procedure as a result of some statutory changes that were passed this legislative session.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-03 Adopting Amended and Restated Rules of Procedure, was approved.

Ms. O'Rourke asked to close the public hearing.

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

SIXTH ORDER OF BUSINESS

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

Ms. O'Rourke stated this agreement is on page 80 of the agenda package for review. She noted the agreement is administrative in nature and essentially indicates that they will adhere to

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the statutory guidelines regarding exempt professions and agreed to keep their personal information confidential if they received a public records request.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock stated she didn't have anything to report but was happy to answer any questions.

B. Engineer

Mr. Duncan stated they have no report today but were happy to answer any questions.

C. Field Manager's Report

Mr. Tindall reviewed the Field Manager's report. He reviewed the contracted services, which included overall site maintenance is satisfactory, holiday lights were installed as approved, landscaper is keeping up with the property and beds are neat and detailed, plant fill-ins and mulch were done at entrances, and crepe myrtles received winter pruning. He reviewed the in progress item, which was assessing ROW trees with vendor for warranty items and next round of replacements where needed.

D. District Manager's Report

i. Approval of Check Register

Ms. O'Rourke presented the check register from October 11, 2025 through January 9, 2026 totaling \$598,037.07. 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. Shockley, seconded by Ms. Roden, with all in favor, the Check Register, was approved.

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ii. Balance Sheet and Income Statement

Ms. O'Rourke presented the unaudited financial statements. No action is required by the Board.

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

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

Signed by:

Katie O'Rourke

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Secretary/Assistant Secretary

Signed by:

Bobbie Shockley

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Chairman/Vice Chairman