

**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 17, 2026**, at 10:06 a.m. at The Offices of Prime Community Management – 375 Avenue A SE., 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	District Counsel, KVV Law
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Joey Duncan <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 March 10, 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 in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 20, 2026 Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes of the January 20, 2026 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. Shockley, with all in favor, the Minutes of the January 20, 2026 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Ratification of Polk County Contract Agreement**

Ms. O'Rourke presented the ratification of the Polk County Contract Agreement for parcel listings needed to collect assessments on the tax roll. This agreement has already been executed, and staff is seeking ratification.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Polk County Contract Agreement, was ratified.

**FIFTH ORDER OF BUSINESS**

**Presentation of Arbitrage Report**

**A. AA2**

Ms. O'Rourke stated the Assessment Area 2 arbitrage report is on page 13 in the agenda. She noted there is a negative arbitrage shown, meaning the District does not earn more interest than it pays.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Accepting the Assessment Area 2 Arbitrage Report, was approved.

**B. AA3**

Ms. O'Rourke stated the Assessment Area 3 arbitrage report is on page 33 in the agenda. She noted that this report also shows a negative arbitrage, showing the District does not earn more interest than it pays.

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On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Accepting the Assessment Area 3 Arbitrage Report, was approved.

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

Ms. Hancock reminded the Board about the Ethics training that needs to be completed by December 31, 2025. She updated the Board on the legislative session. The regular session ended last Friday; there is a potential special session after Easter to address the budget and possible property taxes. The property tax change did not pass in regular session; house action not taken up by Senate.

Ms. Hancock noted some new contracting related provisions may impact how CDDs operate. KVW will incorporate changes as needed. The recall bill passed, and the Board may see more recall activity.

**B. Engineer**

Mr. Duncan stated he had nothing to report.

**C. Field Manager's Report**

Mr. Tindall reviewed the Field Manager's report on page 54. There was a bench with some loose bolts that also needed some touch up paint. The bolts on the umbrella with the shade pavilion had popped loose or came out, so they had three bolts run through those. Storms and wind had knocked out the vinyl fences; repairs were completed as needed. No parking signs were removed/tampered with multiple times. One was replaced and another added as a work order. They will monitor and report further issues. The mowing frequency was expected to increase in the spring, and the plant replacements are being assessed after risk of late cold weather. The pruning is underway; crepe myrtles are being trimmed seasonally.

The right of way tree issue was discussed. There was sandy soil, drought conditions, vandalism, weed eater damage and watering bag failures. Mr. Tindall presented a proposal change. He requested adding a third watering day (Mon/Wed/Fri) to support a six-month establishment period. Friday is overtime and significantly increases per tree cost. The prior cost per tree is \$1,807.50 and the new cost will be \$2,767.50 per tree with third day watering. There was a proper batch of 34 trees; after watering/warranty period ended about 50% declined. Mr. Tindall

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recommends replacing 42 right of way trees identified as dead not to exceed \$116,235. This is within the overall budget of \$133,000. He will provide an updated proposal showing the number of trees and intended locations, additional review before next month's budget meeting. District Manager will email missing/updated materials to Board Members and to counsel.

On MOTION by Ms. Spencer seconded by Ms. Shockley with all in favor, the Proposal for Right of Way Trees not exceeding \$116,235, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. O'Rourke presented the check register and invoice summary for January 10<sup>th</sup> through March 6<sup>th</sup> totaling \$579,483.57

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

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

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Signed by:

*Katie O'Rourke*

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Secretary/Assistant Secretary

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Signed by:

*Bobbie Shockley*

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Chairman/Vice Chairman