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 21, 2026,** at 10:00 a.m. at the Offices of Prime Community Management – 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Shockley	Chairperson
Lindsey Roden	Vice Chairperson
Jessica Spencer	Assistant Secretary
Kristin Cassidy	Assistant Secretary

Also, present were:

Katie O'Rourke	District Manager, GMS
Savannah Hancock	District Counsel, KVW Law
Rey Malave	District Engineer, Dewberry
Chace Arrington	District Engineer, Dewberry
Marshall Tindall	Field Manager, GMS
Matt Fisher	Field 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. Four 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.

THIRD ORDER OF BUSINESS **Approval of Minutes of the March 17, 2026 Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes of the March 17, 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. Roden, seconded by Ms. Shockley, with all in favor, the Minutes of the March 17, 20206 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2026-04 Approving the Proposed Fiscal Year 2027 Budget and Setting a Public Hearing to Adopt**

Ms. O'Rourke presented Resolution 2026-04 on page 11 of the agenda package. The resolution approves the proposed Fiscal Year 2027 budget and schedules the public hearing to adopt it. The hearing is set for July 21, 2026 at 10:00 a.m. during the Board's regularly scheduled meeting. Ms. O'Rourke suggested moving the locations for budget adoption, specifically Highland Meadows West and Scenic Highway, back to Prime due to frequent cancellations at the current venue and asked if the proposed date and time worked for everyone.

Ms. O'Rourke then outlined major changes in the budget, noting that most District revenue comes from CDD maintenance assessments collected via Polk County property taxes, with some interest income and surplus funds recognized. Administrative expenses had a few changes, with a proposed 5% increase for District management services and insurance premiums provided by Egis. These adjustments resulted in a slight increase in administrative costs from roughly $136,000 to $137,000.

Ms. O'Rourke noted the field expenditures section features the most changes, including a proposed 5% increase in field management services, a slight increase for right-of-way tree inspection, and an 11% increase in the landscaping contract requested by the vendor. Two new lines were added for pest control and a reserve study, the latter helping with long-term infrastructure planning. Pest control proposals will be reviewed at the next Board meeting but are included in the budget as a cap for treating playgrounds and the dog park. To offset these additions, the capital reserve transfer was reduced compared to the previous year. She emphasized that the overall budget is balanced and does not increase resident assessments, keeping the assessment amount unchanged. The budget also covers debt service funds managed by a trustee, structured according to trust indentures, detailing assessment areas, unit counts, and required payments. Highland Meadow West has three debt service funds, each structured similarly, with the 2019 fund scheduled to retire in 2049.

Ms. O'Rourke explained that the capital reserve fund page shows the projected transfer for the fiscal year and, barring unexpected expenses, an ending balance of $220,989. Completing the reserve study later in the year will help determine annual contributions moving forward. She concluded by asking if the Board had questions or changes to the budget.

Mr. Tindall explained that the landscaping vendor had previously been using older labor rates, which had remained unchanged for some time because the community has been largely built out. The recent 11% increase in the landscaping contract is an adjustment to bring costs in line with current market rates seen in similar communities. He noted that while the percentage increase seems high, the actual dollar amount is more reasonable and understandable. They also indicated a willingness to follow up with the vendor if there were any concerns but felt the explanation given was consistent with their own understanding of the situation.

> On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-04 Approving the Proposed Fiscal Year 2027 Budget and Setting a Public Hearing to Adopt, was approved.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2026-05 Relating to General Election Qualifying Period and Procedures**

Ms. O'Rourke stated that Resolution 2026-05 concerns the General Election qualifying period. Two seats (Seats 4 and 5) will transition to residents during the upcoming November general election. Approval of the resolution will notify both the Supervisor of Elections and the community residents about these seats being up for election. The qualifying period for candidates is from noon on Monday, June 8th, to noon on Friday, June 12th. She stated that any interested candidates should contact the Supervisor of Elections with their questions or concerns.

> On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2026-05 Relating to General Election Qualifying Period and Procedures, was approved.

SIXTH ORDER OF BUSINESS **Presentation of Fiscal Year 2025 Audit Report**

Ms. O'Rourke presented the Fiscal Year 2025 audit report, explaining that an annual independent audit is required for every CDD. This year's audit was completed by Bartolomeo, McBee, Hartley, and Barnes. She emphasized the importance of the management letter, located on page 70 of the agenda package, which outlined the auditor's findings. According to the letter, there were no instances of non-compliance and no recommendations for corrective action, meaning the audit was clean. She noted that once the Board approves the audit, it can be submitted by the June 30th deadline. As it is an independent report, the Board just needs to make a motion to accept it.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Accepting the Fiscal Year 2025 Audit Report, was approved.

SEVENTH ORDER OF BUSINESS **Discussion of Right of Way Trees**

Ms. O'Rourke opened up discussion about the right of way trees, noting that the related report starts on page 74. She thanked Mr. Tindall for his work and explained that the spreadsheet included in the report lists all addresses where trees are dead or missing. Addresses highlighted in red indicate locations where replacement trees were installed in June 2025. She referenced the previous meeting's approval of not-to-exceed amounts for replacing trees at Scenic Highway. However, after reviewing the updated spreadsheet, it was noted that some homeowners have not yet been notified, especially since new addresses have appeared. She suggested bringing the issue back to the Board for further discussion before proceeding with immediate replacements, and invited Mr. Tindall to provide additional context on potential next steps.

Mr. Tindall emphasized the importance of minimizing the CDD's expenses related to tree replacement, aiming to maximize the available budget and eventually reduce the budget line over time. They noted that ongoing and unforeseen costs are likely, especially due to factors like storms causing additional damage. He suggested that proactive communication with residents like sending notices to encourage them to address tree issues, would be a beneficial first step before replacing trees outright.

The Board discussed potential approaches for addressing tree replacement responsibilities within the District. Ms. Hammock reviewed archived emails for background, and it was noted that

GMS had previously sent letters to homeowners explaining the problem and requesting either replacement of the trees or reimbursement for District expenses. There was uncertainty about whether official documents require residents to care for trees, and enforcement is complicated by unclear declarations and HOA reluctance to form fining committees. The Board considered repeating the letter strategy, providing homeowners with a set time to act before the District intervenes. Board direction was to reach out to the HOA first, then send letters to residents, if necessary, with updates planned for the next meeting. The Board also discussed the importance of requiring resident responses to improve accountability and cost management. Chair Bobbie Shockley was going to look into the HOA documents and report back.

EIGHTH ORDER OF BUSINESS **Termination of Towing Services Agreement with Downtown Tow & Hold LLC**

Ms. O'Rourke stated that the next agenda item was the termination of the towing services agreement with Downtown Tow & Hold. She noted that everyone was already familiar with the issue and stated that Board approval was needed to send the termination letter to the company.

> On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Termination of Towing Services Agreement with Downtown Tow & Hold LLC, was approved.

NINTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Hancock had nothing additional to report.

B. Engineer

Mr. Duncan informed the Board that stormwater and facilities inspections will be conducted toward the end of the summer. He also noted that there is a state requirement for all stormwater facilities to submit a report every five years, with the next report due next year. Planning for this report will take place in the next fiscal year. He stated that this update was simply a notice and invited any questions from the group.

C. Field Manager's Report

i. Consideration of Prince Proposal for Plant Replacement

Mr. Tindall reported essential maintenance work in the community, including repairs to playground platforms where coating was coming loose. Rather than replacing these platforms immediately, the team scraped off flaking material and recoated them to extend their lifespan, per advice from the playground vendor. Maintenance also included clearing sand from storm drains to prepare for upcoming inspections and keep the area tidy. Landscaping services were wrapping up their inventory and proposal for plant replacements, with some decisions about mulch and entrance plantings deferred for later refinement.

Mr. Tindall the main issue was playground damage caused by a fire, with photos available on page 120. He is working with the playground vendor to obtain needed parts, estimating costs at about $7,300, not including installation or rubber mulch replacement. An insurance claim has been filed, and they are awaiting reports from the fire and police departments to clarify the cause of the incident. Based on previous experience, it's believed the fire started in the closed slide, acting like a chimney. He stated he is not an arson expert but thinks this is a reasonable theory given the evidence. They are still gathering official information and will update once more details are available.

D. District Manager's Report

i. Approval of Check Register

Ms. O'Rourke presented the check register and invoice summary for January 10th through March 6th totaling $135,611.28. She noted the large portion of the payment is for the interlocal amenity agreement to Davenport Road South.

On MOTION by Ms. Spencer, 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.

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. 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