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 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
Chace Arrington	District Engineer, Dewberry
Matt Fisher	Field Manager, GMS

The following is a summary of the discussions and actions taken at the July 21, 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 April 21, 2026 Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes of the April 21, 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 April 21, 20206 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2027 Budget**

Ms. O'Rourke stated that the Board was moving to the public hearing on adoption of the Fiscal Year 2027 budget. They noted the hearing was for adoption of the final budget, imposition of operations and maintenance special assessments, and certification of the assessment roll. She asked for a motion to open the public hearing.

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

A. Consideration of Resolution 2026-06 Adopting the Fiscal Year 2026 Budget and Appropriating Funds

Ms. O'Rourke stated that Resolution 2026-07 would adopt the District's Fiscal Year 2027 budget for the period of October 1, 2026 through September 30, 2027. The final budget was attached as an exhibit and had previously been reviewed and approved by the Board. She noted there were no substantive changes since the initial review, only updated financial information with actuals through the end of May. She also stated there was no increase in operations and maintenance assessments.

Ms. O'Rourke explained that after budget adoption, Resolution 2026-07 would establish the funding mechanism for the budget. The FY2027 operations and maintenance assessments would be collected on the Polk County tax bill, and the assessment roll would be certified for collection. As a result, the annual tax bill would include both debt service assessments and operations and maintenance assessments.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Resolution 2026-06 Adopting the Fiscal Year 2026 Budget and Appropriating Funds, was approved.

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

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

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2026-07 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. O'Rourke stated that Resolution 2026-07 involved imposing special assessments and certifying the assessment roll and noted that a copy of the assessment roll was included in the agenda package for any Board members who wished to review it.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Resolution 2026-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2026-08 Adopting the Fiscal Year 2027 Meeting Schedule**

Ms. O'Rourke stated that the next item was the proposed Fiscal Year 2027 meeting schedule, found on page 51 of the agenda package. The proposed schedule would move the meeting time from 10:00 a.m. to 11:00 a.m., while keeping meetings on the third Tuesday of each month at Prime, after the Scenic Highway meeting rather than before.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2026-08 Adopting the Fiscal Year 2027 Meeting Schedule, was approved.

SEVENTH ORDER OF BUSINESS **Ratification of Towing Services Agreement with New Generation Towing**

Ms. O'Rourke stated that the next item was ratification of the towing services agreement with New Generation Towing. The agreement was included on page 53 of the agenda package and had been signed outside of a meeting, so the Board was asked to ratify it.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor the Towing Services Agreement with New Generation Towing, was ratified.

EIGHTH ORDER OF BUSINESS **Ratification of Fuel Surcharge Amendment with Prince and Sons**

Ms. O'Rourke stated that the next item was ratification of the fuel surcharge amendment with Prince and Sons, located on page 67 of the agenda package. The amendment had been signed outside of a meeting and was set up similarly to prior fuel surcharge amendments. She noted that the addendum was included in the agenda package, would automatically expire on September 30, and would require Prince and Sons to reapply after that date.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Fuel Surcharge Amendment with Prince and Sons, was ratified.

NINTH ORDER OF BUSINESS **Right of Way Tree Discussion**

A. Inspection Report

Ms. O'Rourke introduced the item and noted it was listed on page 72 of the agenda package. Mr. Fisher explained that the agenda packet version was outdated and that the paper handout was the accurate updated version. He stated the Board had previously approved a not-to-exceed amount for 42 trees in March, which corresponded to the unhighlighted trees, while the highlighted trees were newly identified as missing or dead.

The discussion focused on whether to proceed immediately with replacements or first have the HOA send letters to homeowners. Staff noted that the CDD had limited enforcement ability, while the HOA may have more authority and homeowners may respond better to an HOA notice. The Board discussed sending letters to all affected addresses, waiting 30 days, then checking whether any homeowners or the HOA had responded before moving forward with installation.

B. Consideration of Proposal from Prince & Sons for Tree Replacements

Mr. Fisher stated he could conduct another review after 30 days and create a new proposal for any additional highlighted trees. Ms. O'Rourke noted there was $133,000 in the relevant budget line item and the previously approved not-to-exceed amount was about $116,000, so removing a few trees from the replacement list could be helpful. The group ultimately agreed to proceed by coordinating with the HOA, sending notices, doing an email check-in after 30 days, and then deciding how to move forward with the tree replacements.

> On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, the Proposal from Prince & Sons for Tree Replacements, was approved.

TENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Ms. Hancock stated that there were no major attorney updates but reminded Board members to complete their ethics training before the end of the calendar year if they had not already done so. She also noted they would be out of the office the following week and asked that any needed items be directed to Amy and Meredith until their return on August 1.

B. Engineer

i. Presentation of Annual Engineer's Report

Mr. Arrington stated that the engineer's report was included around page 79 of the agenda package and was prepared as required by the District's annual goals and objectives. He stated the report had been completed and found the District to be in reasonably good repair. They also reviewed the Fiscal Year 2027 operations and maintenance budget and believed it was sufficient for proper operation and maintenance of Highland Meadows West CDD. In addition, he stated the current insurance coverage limits appeared adequate for the community.

He noted that the full report included a map identifying issue locations, mostly involving general repair, maintenance, and operational items. Those items had already been sent to field staff so repairs could be arranged, and he offered to answer any questions.

C. Field Manager's Report

i. Ratification of Monument Repair Agreement with Extreme Graphics

Mr. Fisher presented the field manager's report, noting several completed and in-progress maintenance items. Completed work included minor community upkeep, repair and painting of a wall crack, replacement of a fallen column cap, and continued review and repair of damaged fence panels by maintenance staff.

For upcoming or in-progress work, he stated he was seeking a proposal for striping in front of the mailboxes because the existing lines were badly faded and vehicles had been parking over them. He also reported that soft washing of the perimeter wall was being addressed through the maintenance program due to noticeable algae growth.

He requested ratification of two items approved outside the meeting: a monument repair involving broken and dangling underscores, and a pond erosion repair near a resident's home. The engineer had reviewed the pond erosion issue, staff developed a plan, and a proposal from Prince and Sons was signed outside the meeting for ratification.

> On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Monument Repair Agreement with Extreme Graphics, was ratified.

ii. Ratification of Pond & Sod Repair Proposal with Prince & Sons

Mr. Fisher stated that Prince and Sons expected the pond erosion repair work to be finished by the end of the week, and he would inspect it once completed

> On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Pond & Sod Repair Proposal with Prince & Sons, was ratified.

iii. Playground Replacement Updates

1. **Fire Department Report**
2. **Ratification of Agreement with ProPlaygrounds for Playground Equipment**

Mr. Fisher reviewed the playground fire damage. He explained that a deposit invoice had been received and paid to Pro Playgrounds for replacement equipment, which had been approved outside the meeting due to the cost and need to order parts quickly, and the Board was asked to ratify that deposit.

> On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Agreement with ProPlaygrounds for Playground Equipment, was ratified.

3. Consideration of GMS Proposal #550 for Playground Repairs & Clean UP

Ms. O'Rourke explained that the District would pay the deductible and insurance should reimburse costs above that amount. She noted the equipment deposit was about $7,800 and that a related GMS proposal totaled $10,146, putting the claim over the deductible.

Mr. Fisher explained that the GMS scope included receiving and delivering the playground equipment, installing it, disposing of burned sections, cleaning salvageable equipment, making necessary repairs, and removing burned mulch. When asked whether additional rubber mulch would be needed, he stated the existing mulch appeared sufficient and that, at most, only a few bags might be needed. Ms. O'Rourke stated the deductible could be paid from contingency because there was no specific budget line item for fires.

Ms. O'Rourke noted that Mr. Fisher had included the fire department report for review. Mr. Fisher explained that the report took some time to obtain through public records and was requested by insurance. Once received, it was sent to Aegis and satisfied the remaining documentation request for the claim.

A Board member asked whether anyone was trying to determine who caused the playground fire. Ms. O'Rourke stated that law enforcement responded to the scene, took witness and interview statements, and attempted to locate the person responsible, but based on the report, they were unable to identify them. Mr. Fisher then stated that was all he had unless there were further questions.

> On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the GMS Proposal #550 for Playground Repairs & Clean UP, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. O'Rourke presented the check register and invoice summary on page 138 for April 11th through July 13th totaling $99,059.58.

> 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. No action is required by the Board.

iii. Presentation of Number of Registered Voters: 605

Ms. O'Rourke stated that, as of April 15, there were 605 registered voters within the District. She explained that the District is required to announce this number annually to the Board, and no Board action was needed.

iv. Goals & Objectives

1. Adoption of Fiscal Year 2027 Goals & Objectives

Ms. O'Rourke stated that the goals and objectives section began on page 164 of the agenda package. The item was for adoption of the Fiscal Year 2027 goals and objectives, which were the same as the Fiscal Year 2026 goals and objectives. She stated that unless the Board wanted to make changes, staff was looking for approval of the FY2027 goals and objectives.

> On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Adoption of Fiscal Year 2027 Goals & Objectives, was approved.

2. Authorizing Chair to Execute Fiscal Year 2026 Goals & Objectives

Ms. O'Rourke presented authorizing the chair to execute the current year's goals and objectives. Approval would allow Ms. Shockley to sign off on the current goals and objectives at the end of the year so they could be posted on the District website in compliance with the applicable statute.

> On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, Authorizing Chair to Execute Fiscal Year 2026 Goals & Objectives, was approved.

v. Discussion of August Meeting Date *(Hotel not available)*

Ms. O'Rourke stated that the Holiday Inn was not available for the August meeting date and that there was currently nothing on the August agenda. She gave the Board options to cancel the meeting, wait until closer to the date before deciding, or move the location to Prime.

A Board member preferred moving the location and waiting to decide on cancellation in case something came up, such as violations requiring Board action

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. 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