

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HIGHLAND MEADOWS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Highland Meadows Community Development District was held on **Tuesday, April 18, 2017 at 6:02 p.m.** at Davenport Community City, located at 1 Allapaha Avenue, Davenport, Florida 33837.

Present and constituting a quorum:

Cindy Chenowith	Board Supervisor, Chairperson
Robert Williams	Board Supervisor, Vice Chairperson
Denise Abercrombie	Board Supervisor, Assistant Secretary (via phone)
Brian Walsh	Board Supervisor, Assistant Secretary (via phone)
Eric Chenowith	Board Supervisor, Assistant Secretary

Also present were:

Grant Phillips	District Manager, Rizzetta & Company, Inc.
Roy Van Wyk	District Counsel, Hopping, Green & Sams (via phone)
Tod Amaden	District Engineer, Landmark Engineering (via phone)
Audience Members	Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Phillips called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no comments from the audience.

THIRD ORDER OF BUSINESS

Administer Oath of Office to Eric Chenowith

Mr. Phillips administered the Oath of Office to Eric Chenowith.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on February 9, 2017

On a Motion by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board approved the minutes of the Board of Supervisors meeting held February 9, 2017 for Highland Meadows Community Development District.
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46 **FIFTH ORDER OF BUSINESS** **Consideration of Operation and**
47 **Maintenance Expenditures for**
48 **January 2017 through March 2017**
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On a Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board approved the Operation and Maintenance Expenditures for January 2017 (\$11,084.96), February 2017 (\$5,320.59) and March 2017 (\$18,698.42) for Highland Meadows Community Development District.

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51 **SIXTH ORDER OF BUSINESS** **Consideration of Roadway**
52 **Evaluation Proposals**
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54 Mr. Phillips presented related proposals to the Board for review. A general discussion
55 ensued.

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57 **SEVENTH ORDER OF BUSINESS** **Consideration of K. Johnson Storm**
58 **Drain Cleanout Proposal**
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60 Mr. Phillips presented and reviewed the K. Johnson Storm Drain Cleanout Proposal with the
61 Board.

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63 On a motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board approved
64 the K. Johnson Storm Drain Cleanout Proposal in the amount of \$300, for the Highland Meadows
65 Community Development District.

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67 **EIGHTH ORDER OF BUSINESS** **Update Regarding On-Street Parking**
68 **Interlocal Agreement**
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70 Mr. Phillips led the discussion regarding the On-Street Parking Interlocal Agreement with
71 the Board. A general discussion ensued. The Board discussed options to have city police tow
72 unauthorized vehicles, an Interlocal Agreement with Davenport Police, and the use of tow truck
73 vehicles. The Board discussed ticketing vehicles with fees for parking violations and discussed
74 signage options for the community.

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76 On a motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board approved
77 signage cost and tow company fees for the Highland Meadows Community Development District.

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79 **NINTH ORDER OF BUSINESS** **Establishment of Audit Committee**
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81 On a motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board established
82 the audit committee for the Highland Meadows Community Development District.

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87 **TENTH ORDER OF BUSINESS** **Presentation of Proposal Budget for Fiscal**
88 **Year 2017/2018**
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90 Mr. Phillips presented the Proposed Budget for Fiscal Year 2017/2018 to the Board for
91 review. A general discussion ensued.
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93 On a motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board approved
94 the Proposed Budget for Fiscal Year 2017/2018, for the Highland Meadows Community
95 Development District.

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97 **1. Consideration of Resolution 2017-08, Approval for Proposal Budget and Setting**
98 **the Public Hearing**

99 On a motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board approved
100 Resolution 2017-08, Approving the Proposed Budget and Setting a Public Hearing for June 20,
101 2017 at 2:00 p.m., for the Highland Meadows Community Development District.

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103 **ELEVENTH ORDER OF BUSINESS** **Staff Reports**

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105 A. **District Counsel**
106 No report.

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108 B. **District Engineer**
109 No report.

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111 C. **District Manager**
112 Mr. Phillips announced the next Board of Supervisors' Meeting will be held on June
113 20, 2017 at 2:00 p.m. at City Hall, located at 1 South Allapaha Avenue, Davenport,
114 Florida 33837. He reviewed the monthly financial summary with the Board. The
115 Board directed staff to obtain towing contracts from local companies to enforce tow-
116 away zone policies to be discussed at the next meeting.

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118 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests and Audience**
119 **Comments**

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121 The Board heard a resident comment regarding the need for signs to be placed on streets
122 that end with a cul-de-sac notifying motorists that street is a dead end.
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132 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

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134 On a Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board adjourned
135 the meeting at 6:55 p.m. for Highland Meadows Community Development District.

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Assistant Secretary


Chairman/Vice Chairman