

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 the Highland Meadows Community Development District was held on **Tuesday, June 20, 2017 at 2:05 p.m.** at Davenport City Hall, located at 1 South Allapaha Avenue, Davenport, Florida 33837.

Present and constituting a quorum:

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

Also present were:

	Grant Phillips	District Manager, Rizzetta & Company, Inc.
	Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
<i>(via phone)</i>	Roy Van Wyk	District Counsel, Hopping, Green & Sams
	Todd Amaden	District Engineer, Landmark Engineering

Audience

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 Audience comments.

THIRD ORDER OF BUSINESS

Discussion of Potential Board Appointee

Mr. Phillips led the Board in discussion regarding a potential Board appointee. The Board provided their input on the prospective new Board member and directed District staff to obtain additional resumes and cover letters for the position. Mr. Phillips noted that Ms. Abercrombie's and Mr. Walsh's seats would be up for re-election in November 2018.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on April 18, 2017

On a Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' Regular meeting held on April 18, 2017 as presented for the Highland Meadows Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Operations and Maintenance Expenditures for April 2017

The Board inquired about the Phase 2 utility bill and Mr. Phillips noted that he would look into it and provide an update.

On a Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for April 2017 (\$3,977.35) for the Highland Meadows Community Development District.

SIXTH ORDER OF BUSINESS

Presentation of District Counsel's Letter to City of Davenport

Mr. Van Wyk reviewed the letter he sent to the City of Davenport expressing the District's desire to install "No Parking" signage and to mark the curbs in front of fire hydrants throughout the community to indicate that street parking in these locations is prohibited. The letter sought the necessary approval and criteria from the City on the correct curb markings and installation of the signage. Mr. Van Wyk also expressed that it was the District's desire for the City police to remove any vehicle that violates Chapter 11 of the City Code of Ethics once this project is completed.

SEVENTH ORDER OF BUSINESS

Public Hearing Regarding Tow-Away Zone Policy

On a Motion by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors opened the public hearing on the Tow-Away Zone Policy for the Highland Meadows Community Development District.

Mr. Amaden and Mr. Van Wyk outlined their reports and provided their professional recommendations. Members of the audience provided public testimony regarding the parking issue within the community. Discussion amongst the Board ensued.

A. Consideration of Tow-Away Zone Policy

The Board decided to move forward with no overnight street parking and requested that District staff notify residents by mail, and by posting on the District website, of the new policy. The Board also requested that District staff look into various options to create additional parking spaces throughout the community. The Board expressed interest in eventually eliminating street parking altogether.

On a motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the Tow-Away Zone Policy as presented for the Highland Meadows Community Development District.

On a motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors closed the public hearing on the Tow-Away Zone Policy for the Highland Meadows Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Towing Services Agreement
with Budget Towing, LLC**

The Board requested that the contract reflect that the Board has authority to notify Budget Towing to refrain from towing on the following holidays: Easter Sunday; Memorial Day; 4th of July; Thanksgiving Day; Christmas Day; New Years Eve; Labor Day.

On a motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the Towing Services Agreement with Budget Towing LLC for the Highland Meadows Community Development District.

NINTH ORDER OF BUSINESS

Public Hearing on Fiscal Year 2017/2018 Budget

On a motion by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors opened the public hearing on the Fiscal Year 2017/2018 Budget for the Highland Meadows Community Development District.

Mr. Phillips presented the Fiscal Year 2017/2018 Budget and answered general questions from the Board.

On a motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors closed the public hearing on the Fiscal Year 2017/2018 Budget for the Highland Meadows Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2017-09, Adopting
Fiscal Year 2017/2018 Budget**

On a motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors adopted Resolution 2017-09, Adopting Fiscal Year 2017/2018 Budget (\$\$\$), for the Highland Meadows Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2017-10, Imposing
Special Assessments & Certifying Assessment Roll**

On a motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors adopted Resolution 2017-10, Imposing Special Assessments & Certifying Assessment Roll, for the Highland Meadows Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Resolution 2017-11, Adopting
Alternative Investment Guidelines**

On a motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors adopted Resolution 2017-11, Adopting Alternative Investment Guidelines, for the Highland Meadows Community Development District.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Van Wyk had nothing further to report.

B. District Engineer

No report.

C. District Manager

Mr. Phillips announced the next regularly scheduled Board of Supervisors' meeting will be held on August 15, 2017 at the Davenport City Hall, located at 1 South Allapaha Avenue, Davenport, Florida 33837.

Mr. Phillips presented the Fiscal Year 2015/2016 Audit Report to the Board and brief discussion ensued.

On a motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors accepted the Fiscal Year 2015/2016 Audit Report for the Highland Meadows Community Development District.

FOURTEENTH ORDER OF BUSINESS


Supervisor Requests and Audience Comments

Mr. Chenowith requested that District Staff upload information pertaining to the Board's open seats to the District website and notify residents by mail of the openings.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Williams, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors adjourned the meeting at 3:15 p.m. for the Highland Meadows Community Development District.


Assistant Secretary


Chairman/Vice Chairman