
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, August 15, 2017 at 2:00 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
(via phone)	Brian Walsh	Board Supervisor, Assistant Secretary
	Eric Chenowith	Board Supervisor, Assistant Secretary

Also present were:

	Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
(via phone)	Roy Van Wyk	District Counsel, Hopping, Green & Sams
(via phone)	Todd Amaden	District Engineer, Landmark Engineering
	Audience	Present (Gary Tavares)

FIRST ORDER OF BUSINESS

Call to Order

Mr. Jeancola 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. Jeancola confirmed the resignation of Ms. Denise Abercrombie (Seat # 2, 2014-2018) effective as of August 9, 2017.

Mr. Jeancola distributed Mr. Gary Tavares' resume t the Board.

On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors' accepted the resignation of Ms. Denise Abercrombie (Seat # 2, 2014-2018), for Highland Meadows Community Development District.
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After a brief discussion, the Board appointed Mr. Gary Tavares to the Board.

On Motion by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors' appointed Mr. Gary Tavares to Seat # 2 (2014-2018) for Highland Meadows Community Development District.

Mr. Van Wyk asked that Mr. Tavares reviews the Sunshine Law and refers to the supervisor's notebook, etc. Mr. Jeancola added that he would go over everything at the end of the meeting.

Mr. Jeancola administered the Oath of Office to Mr. Gary Tavares. Mr. Tavares accepted compensation.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Regular Meeting held on
June 20, 2017**

Mr. Jeancola asked if the Board had any comments regarding the June 20, 2017 meeting minutes. There were none.

On a Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' Regular meeting held on June 20, 2017 as presented for the Highland Meadows Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Operations and
Maintenance Expenditures for May - July
2017**

Mr. Jeancola presented the operation & maintenance expenditures for May through July 2017. Discussion ensued.

On a Motion by Ms. Chenowith, seconded by Mr. Walsh, with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for May 2017 (\$6,799.40), June 2017 (\$14,632.98) and July 2017 (\$16,181.14) for the Highland Meadows Community Development District.

SIXTH ORDER OF BUSINESS

**Review of Parking & Towing Policy Related
Items**

Mr. Jeancola stated that a form of contract was approved with Budget Towing at the previous meeting. However, there is a stipulation that requires Budget Towing to carry \$1,000,000.00 in insurance but they only carry \$300,000. Discussion ensued.

The Board agreed to amend the tow away zone rules and procedures to include holidays as requested in the previous meeting.

On a Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the revised towing contract from Budget Towing inclusive of the \$300,000.00 insurance revision and provided that authorized representatives have the ability to adjust the towing schedule as applicable, for the Highland Meadows Community Development District.

General discussion ensued.

SEVENTH ORDER OF BUSINESS

**Discussion Regarding Community Parking
Options Near Open Areas**

Mr. Amaden discussed the community parking options near open areas as prescribed in the handout that was provided. This could include up to 90 parallel and 30 perpendicular parking spots. Mr. Amaden estimated that this may cost about \$1,000.00 per parking spot. He will provide potential costs at a future date. Discussion ensued.

The Board agreed to table this agenda item until further notice.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2017-12,
Setting the Meeting Schedule**

Mr. Jeancola presented and reviewed Resolution 2017-12, Setting the Meeting Schedule for Fiscal Year 2017/2018. The Board determined that they would meet at 2:00 p.m. at City Hall, located at 1 South Allapaha Avenue, Davenport, FL 33837. The scheduled meeting dates are as follows:

November 21, 2017
April 17, 2018
June 19, 2018
August 21, 2018

On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board accepted the Resolution 2017-12, Setting the Meeting Schedule for Fiscal Year 2017/2018 for Highland Meadows Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2017-13,
Designating Primary Administrative Office**

Mr. Jeancola presented and reviewed Resolution 2017-13, Designating Primary Administrative Office.

On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board accepted the Resolution 2017-13, Designating Primary Administrative Office for Highland Meadows Community Development District.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel
No report.

B. District Engineer
No report.

Mr. Chenowith commented on the streetlight at 203 Highland Meadow Street being off the majority of the evening. Mr. Jeancola stated that the utility company has to be contacted regarding this matter.

C. District Manager

Mr. Jeancola announced the next regularly scheduled Board of Supervisors' meeting will be held on November 21, 2017 at the Davenport City Hall, located at 1 South Allapaha Avenue, Davenport, Florida 33837.

TENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There were no audience comments at this time.

Ms. Chenowith indicated that the sprinkler at the southeast corner of the front entrance at Davenport Blvd., is spraying into the road and that the bushes at the entrance need to be trimmed.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors adjourned the meeting at 2:44 p.m. for the Highland Meadows Community Development District.


Assistant Secretary


Chairperson/Vice Chairperson