

**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, November 21, 2017 at 2:03 p.m.** at Davenport City Hall, located at 1 South Allapaha Avenue, Davenport, Florida 33837.

Present and constituting a quorum:

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

Also present were:

	Anthony Jeancola	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
<i>(via phone)</i>	Roy Van Wyk	<b>District Counsel, Hopping, Green &amp; Sams</b>
	Audience	<b>Present (Dr. Headley Oliver)</b>

**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 at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of Potential Board Appointee**

Mr. Jeancola stated that the Board has been transitioning developer representatives off of the Board of Supervisors and replacing them with interested resident candidates. There is interest from Dr. Headley Oliver. Mr. Jeancola opened up the floor to the Board for discussion. There were no questions or comments from the Board for the candidate.

Dr. Oliver introduced himself to the Board and provided a brief review of his qualifications, interests and experience.

Mr. Jeancola stated that Mr. Brian Walsh currently serves on the Board of Supervisors. Whenever the Board appoints an individual to the Board of Supervisors, they would serve their remaining term until there is an election. Mr. Walsh's current term ends in November 2018. Before the Board can proceed, Mr. Walsh would have to formally resign from the Board of Supervisors before an appointment can be made.

Mr. Walsh stated his intent to resign from the Board of Supervisors.

It is the Board's intent to appoint Dr. Oliver to Seat No. 1 (2014-2018).

Mr. Van Wyk reviewed the Sunshine Laws and Ethics requirements.

Mr. Walsh formally resigned from the Board of Supervisors. The Board accepted his resignation.

On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors' accepted Mr. Brian Walsh's resignation from the Board of Supervisors' Seat No. 1 (2014-2018), for Highland Meadows Community Development District.

Mr. Chenowith commented on why he believes that Dr. Oliver would be a valuable asset to the Board.

On Motion by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors' appointed Dr. Headley Oliver to Seat No. 1 (2014-2018), for Highland Meadows Community Development District.

Mr. Jeancola administered the Oath of Office to Dr. Oliver.

Dr. Oliver accepted compensation.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-01, Re-Designation of Officers**

Mr. Jeancola presented and reviewed Resolution 2018-01, Re-Designation of Officers. Upon discussion with the Board of Supervisors, the following officer designations were determined: Ms. Cindy Chenowith as Chairwoman, Mr. Robert Williams as Vice Chairman, and Mr. Eric Chenowith as Assistant Secretary, Mr. Gary Tavares as Assistant Secretary, Dr. Headley Oliver as Assistant Secretary, Mr. Anthony Jeancola as Assistant Secretary, and Ms. Melissa Dobbins as Assistant Secretary.

On Motion by Mr. Williams, seconded by Mr. Chenowith, with all in favor, the Board accepted the Resolution 2018-01, Re-Designation of Officers for Highland Meadows Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on August 15, 2017**

Mr. Jeancola asked if the Board had any comments regarding the August 15, 2017 meeting minutes. There were none.

On a Motion Mr. Williams, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' Regular meeting held on August 15, 2017 as presented for the Highland Meadows Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Operations and Maintenance Expenditures for August 2017**

Mr. Jeancola presented the operation & maintenance expenditures for August 2017. He pointed out that this included the property tax which was a non-reoccurring expense.

On a Motion by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for August 2017 (\$14,159.94), for the Highland Meadows Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Dissemination Agent Agreement**

Mr. Jeancola presented and reviewed the updated Dissemination Agreement with the Board. This agreement does not increase the contractual amount. It adds specific verbiage relating to Florida statutes and public records and is required by the SEC. Discussion ensued.

On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board accepted the Dissemination Agent Agreement, for the Highland Meadows Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel**  
No report.
  
- B. District Engineer**  
No report.

**C. District Manager**

Mr. Jeancola updated the Board on maintenance items requiring authorization.

Down to Earth is aware of the mole situation within the community and may have to seek a third-party vendor.

He spoke with Damon from Down to Earth regarding areas in need of better maintenance/mowing. Some areas are in need of mulching. He asked Down to Earth to provide pricing for this work.

He updated the Board on the overnight towing. Executed copies have been sent to the vendor but the District has not received anything in return. Signs cannot be posted until an executed copy is received. Discussion ensued.

General discussion ensued regarding streetlights, stop signs within the community.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

Mr. Chenowith stated that the telecommunications boxes need to be adjusted and pose safety problems. Mr. Jeancola stated that a formal request can be made to the utility company to address this issue.

A resident commented on the oil stains on the roadways. Ms. Chenowith stated that this was discussed in a prior meeting with District Engineer. Resealing the roads would address the issue. Discussion ensued.

A resident expressed their concern regarding tractor trailers driving through the community. Discussion ensued.

A resident asked if doing business with the towing vendor was a conflict of interest. Mr. Jeancola stated that the resident employed by the towing company does not serve on the Board therefore not making it a conflict of interest. Discussion ensued.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors adjourned the meeting at 2:51 p.m. for the Highland Meadows Community Development District.



---

Assistant Secretary



---

Chairperson/Vice Chairperson