



Rizzetta & Company

# Highland Meadows Community Development District

---

**Board of Supervisors'  
Regular Meeting  
August 16, 2022**

**District Office:  
8529 South Park Circle, Suite 330  
Orlando, Florida 32819  
407.472.2471**

[www.highlandmeadowscdd.org](http://www.highlandmeadowscdd.org)

## **HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**

Tom Fellows Community Center, 207 North Blvd. W., Davenport, FL 33837

<b>Board of Supervisors</b>	Cindy Chenowith Robert Williams Headley Oliver Eric Chenowith Ralph Martinez	Board Supervisor Board Supervisor Board Supervisor Board Supervisor Board Supervisor
<b>District Manager</b>	Richard Hernandez	Rizzetta & Company, Inc.
<b>District Counsel</b>	Roy Van Wyk	KE Law Group
<b>District Engineer</b>	Rey Malave	Dewberry Engineering

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 472-2471. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**  
District Office · Orlando, Florida · (407) 472-2471  
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.highlandmeadowscdd.org

---

August 8, 2022

Board of Supervisors  
**Highland Meadows Community  
Development District**

**AGENDA**

Dear Board Members:

The special meeting of the Board of Supervisors of the Highland Meadows Community Development District will be held on **Tuesday, August 16, 2022, at 2:00 p.m.** at the Tom Fellows Community Center, located at 207 North Blvd. W., Davenport, FL 33837. The following is the agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held on June 3, 2022 ..... Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for May 2022 ..... Tab 2
- 4. BUSINESS ITEMS**
  - A. Public Hearing on Fiscal Year 2022/2023 Final Budget
    - i. Consideration of Resolution 2022-04, Adopting Fiscal Year 2022-2023 Final Budget ..... Tab 3
  - B. Public Hearing on Fiscal Year 2022-2023 Special Assessments
    - i. Consideration of Resolution 2022-05, Imposing Special Assessment and Certifying an Assessment Roll ..... Tab 4
  - C. Consideration of Resolution 2022-06, Setting the Fiscal Year 2022-2023 Meeting Schedule ..... Tab 5
  - D. Consideration of First Addendum to the Contract for Professional District Services ..... Tab 6
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS AND COMMENTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Very truly yours,

*Richard Hernandez*

Richard Hernandez  
District Manager

cc: Roy Van Wyk, KE Law Group

**CALL TO ORDER / ROLL CALL**

**AUDIENCE COMMENTS  
ON AGENDA ITEMS**

# **BUSINESS ADMINISTRATION**

# **Tab 1**



**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 **Friday, June 3, 2022, at 2:00 p.m.** located at City Hall, located at 1 Allapaha Avenue, Davenport, FL 33837.

Present and constituting a quorum:

Cindy Chenowith	<b>Board Supervisor, Chairperson</b>
Eric Chenowith	<b>Board Supervisor, Assistant Secretary</b>
Robert Williams	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Richard Hernandez	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Roy Van Wyk	<b>District Counsel, KE Law Group</b>
Jake Whealdon	<b>KE Law Group</b>
Molly Banfield	<b>District Engineer, Dewberry</b>
Jeff Leeper	<b>Account Manager, Southern Oak Outdoor</b>
Audience	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

A resident addressed children jumping the fence by a home on Highland Meadows Street. The Board discussed the placing a holly bush to prevent children jumping the fence. Also the resident addressed an abandoned home landscaping not being maintained by one the community's coldasacs.

48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board  
of Supervisors' Regular Meeting held on  
March 9, 2022**

The Board reviewed the minutes of the Board of Supervisors' Regular Meeting held on March 9, 2022.

On 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 March 9, 2022, as presented, for the Highland Meadows Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for February  
– April 2022**

The Board reviewed the Operation and Maintenance Expenditures for February – April 2022.

On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for February 2022 (\$30,787.57), March 2022 (\$21,287.45), and April 2022 (10,479.07) for the Highland Meadows Community Development District.

**FIFTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2022-2023  
Proposed Budget**

Mr. Hernandez presented the proposed budget for fiscal year 2022-2023 to the Board.

- i. Consideration of Resolution 2022-02, Approving Fiscal Year 2022-2023 Proposed Budget and Setting the Public Hearing on the Final Budget*

On Motion by Ms. Chenowith, seconded by Mr. Chenowith, the Board of Supervisors ratified Resolution 2022-02, Approving Fiscal Year 2022-2023 Proposed Budget and Setting the Public Hearing (August 16, 2022, at 2:00 p.m.) for the Highland Meadows Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03,  
Resolution 2022-03, Resolution the  
General Election**

92 Mr. Hernandez presented and reviewed Resolution 2022-03, Resolution the General  
93 Election. Resolution 2022-03 instructs the Polk County Supervisor of Elections to place  
94 special district candidates on the General Election ballot.  
95

96 On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of  
97 Supervisors adopted Resolution 2022-03, Resolution Regarding the General Election, for  
98 the Highland Meadows Community Development District.  
99

100  
101 **SEVENTH ORDER OF BUSINESS**

**Acceptance of Annual Audit Report,  
Period Ending September 20, 2021**

102  
103  
104 Mr. Hernandez noted that the audit was clean with no adverse findings.  
105  
106

107 On Motion by Ms. Chenowith, seconded by Mr. Chenowith, the Board of Supervisors  
108 accepted the Fiscal Year 2021 Audit, for the Highland Meadows Community Development  
109 District.  
110

111 **EIGHTH ORDER OF BUSINESS**

**Staff Reports**

112  
113 **A. District Counsel**

114 Mr. Van Wyk has no report for the Board.  
115

116 **B. District Engineer**

117 Ms. Banfield advised that the Stormwater Needs Report has been submitted.  
118

119 **C. District Manager**

120  
121 **⊛ Next Meeting:** Mr. Hernandez announced the next meeting is Tuesday,  
122 June 21, 2022, at 2:00 p.m.  
123  
124

125 **NINTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

126  
127  
128  
129 Mr. Hernandez advised that the Duke Energy will be reduced due to the light  
130 replacement, however, there will be a maintenance charge displayed on the bill.  
131  
132  
133  
134  
135  
136  
137  
138

139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150

---

**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 3:05 p.m. for the Highland Meadows Community Development District.

---

Assistant Secretary

---

Chairperson/Vice Chairperson

DRAFT

## **Tab 2**

# HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

---

District Office · Riverview , Florida 33578  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.highlandmeadowscdd.org](http://www.highlandmeadowscdd.org)

## **Operation and Maintenance Expenditures May 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2022 through May 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$12,783.85**

Approval of Expenditures:

---

\_\_\_\_\_ Chairperson

# Highland Meadows Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2022 Through May 31,2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
City of Davenport	20220504-1	2270 03/22	Highland Meadows St Irrigation 03/22	\$ 575.49
City of Davenport	20220504-1	2318 03/22	Olsen Road Irrigation 03/22	\$ 789.17
City of Davenport	20220524	2270 04/22	Highland Meadows St Irrigation 04/22	\$ 540.34
City of Davenport	20220524-1	2318 04/22	Olsen Road Irrigation 04/22	\$ 878.76
Dewberry Engineers, Inc.	003008	2105281	General Engineering Services 03/22	\$ 940.00
Dewberry Engineers, Inc.	003009	2119662	General Engineering Services 04/22	\$ 2,242.50
Duke Energy	20220504-2	9100 8277 5437 04/22	101 Highland Meadows Pl, Unit A, Entrance Lights 04/22	\$ 32.59
Duke Energy	20220504-2	910082726644 04/22	508 Highalnd Meadows St. Unit A, Entrance Lights 04/22	\$ 32.55
Duke Energy	20220518	9100 8272 6884 4/22	0 County Road 547 N Lite 4/22	\$ 554.54
Duke Energy	20220518	9100 8277 5198 04/22	0 County Road 547 N Lite 04/22	\$ 363.91
Jacob Derek Miller dba Southern Oak Outdoor, LLC.	003010	1910	Landscape Maint. 05/22	\$ 2,530.50
KE Law Group, PLLC	003011	2368	Legal Services 04/22	\$ 138.00

# Highland Meadows Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2022 Through May 31,2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Rizzetta & Company, Inc.	003007	INV0000067882	District Management Fees 05/22	\$ <u>3,165.50</u>
<b><u>Report Total</u></b>				<b>\$ <u>12,783.85</u></b>





# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION  
CALL: (863)419-3300

HIGHLAND MEADOWS CDD

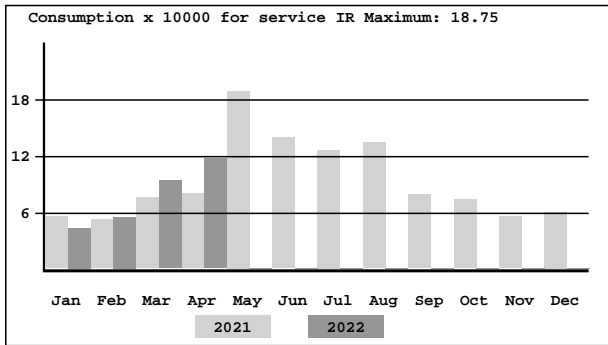
CYCLE A

\*\*C/CARD\*\*

1R2A

18001

Account #	Service Address	Billing Period	Bill Date	Due Date	TOTAL DUE			
2270	Highland Meadows St	03/05/22 to 04/04/22	04/10/2022	05/01/2022	\$ 575.49			
Service Code & Description	Date	Previous Reading	Date	Current Reading	Mult	Usage	Year Ago	Charge
LAST PAYMENT 04/01/2022								476.35
AW ALTERNATIVE WATER SUR	03/03	34889	04/04	36051	100.000	116200	79100	22.08
BF BACKFLOW PREVENTION FEE								5.75
IR IRRIGATION	03/03	34889	04/04	36051	100.000	116200	79100	497.87 *
							* TAXES	49.79
Date Rec'd Rizzetta & Co., Inc. 04.15.22								
D/M approval <u>RA</u> Date <u>4/19/22</u>								
Date entered 04.15.22								
Fund <u>001</u> GL <u>53600</u> OC <u>4302</u>								
Check # _____								
Your Credit Card will be charged on 04/29/2022								
							CURRENT CHARGES	575.49
							TOTAL AMOUNT DUE	575.49



\*\*NOTICE\*\* CITY OFFICES WILL BE CLOSED ON FRIDAY APRIL 15TH IN OBSERVANCE OF GOOD FRIDAY

\*\*\*\*\*

COMMISSION MEETINGS: 1st AND 3rd MONDAYS AT 7PM IN THE COMMISSION CHAMBERS

\*\*\*\*\*

FOR CITY EVENTS AND UP TO DATE INFORMATION. PLEASE FOLLOW US ON FACEBOOK @MYDAVENPORTFL-EASTER EVENT ON APRIL 16TH AT THE TOM FELLOWS COMMUNITY CENTER

\*\*\*\*\*

DETACH AND RETURN STUB WITH REMITTANCE PAST DUE BALANCES ARE DUE IMMEDIATELY. LATE FEES WILL BE APPLIED IF PAYMENTS ARE NOT RECEIVED IN OUR OFFICE BY THE 1st OF THE MONTH.



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

Account #	Bill Date	TOTAL DUE
2270	04/10/2022	\$ 575.49
Type	Due Date	
CYCLE A	05/01/2022	**C/CARD**
PayID	Bill No	
1R2A	615	

|||||  
CAR-RT SORT \*\* C035  
HIGHLAND MEADOWS CDD  
3434 COLWELL AVE SUITE 200  
TAMPA FL 33614

Your Credit Card will be charged on 04/29/2022

0000022707 0000575498



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION  
CALL: (863)419-3300

HIGHLAND MEADOWS CDD

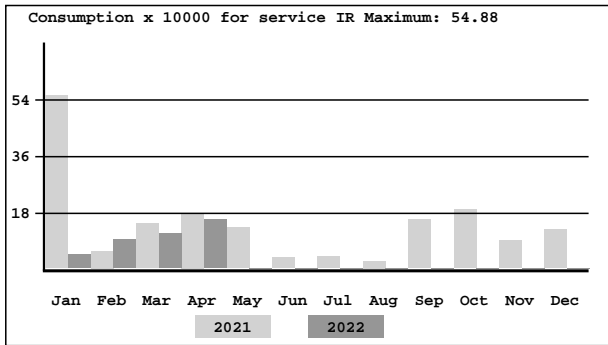
CYCLE A

\*\*C/CARD\*\*

1SEA

181100

Account #	Service Address	Billing Period	Bill Date	Due Date	TOTAL DUE			
2318	Olsen Rd	03/05/22 to 04/04/22	04/10/2022	05/01/2022	\$ 789.17			
Service Code & Description	Date	Previous Reading	Date	Current Reading	Mult	Usage	Year Ago	Charge
LAST PAYMENT 04/01/2022							547.87	
AW ALTERNATIVE WATER SUR	03/03	109261	04/04	110812	100.000	155100	175500	29.47
BF BACKFLOW PREVENTION FEE								5.75
IR IRRIGATION	03/03	109261	04/04	110812	100.000	155100	175500	685.41 *
							* TAXES	68.54
Date Rec'd Rizzetta & Co., Inc. 04.15.22								
D/M approval <u>RA</u> Date <u>4/19/22</u>								
Date entered 04.15.22								
Fund <u>001</u> GL <u>53600</u> OC <u>4302</u>								
Check # _____								
Your Credit Card will be charged on 04/29/2022							CURRENT CHARGES	789.17
							TOTAL AMOUNT DUE	789.17



\*\*NOTICE\*\* CITY OFFICES WILL BE CLOSED ON FRIDAY APRIL 15TH IN OBSERVANCE OF GOOD FRIDAY

\*\*\*\*\*

COMMISSION MEETINGS: 1st AND 3rd MONDAYS AT 7PM IN THE COMMISSION CHAMBERS

\*\*\*\*\*

FOR CITY EVENTS AND UP TO DATE INFORMATION. PLEASE FOLLOW US ON FACEBOOK @MYDAVENPORTFL-EASTER EVENT ON APRIL 16TH AT THE TOM FELLOWS COMMUNITY CENTER

\*\*\*\*\*

DETACH AND RETURN STUB WITH REMITTANCE PAST DUE BALANCES ARE DUE IMMEDIATELY. LATE FEES WILL BE APPLIED IF PAYMENTS ARE NOT RECEIVED IN OUR OFFICE BY THE 1st OF THE MONTH.



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

Account #	Bill Date	TOTAL DUE
2318	04/10/2022	\$ 789.17
Type	Due Date	
CYCLE A	05/01/2022	**C/CARD**
PayID	Bill No	
1SEA	619	

|||||  
CAR-RT SORT \*\* C035  
HIGHLAND MEADOWS CDD  
3434 COLWELL AVE SUITE 200  
TAMPA FL 33614

Your Credit Card will be charged on 04/29/2022

00000023184 0000789172



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION  
CALL: (863)419-3300

HIGHLAND MEADOWS CDD

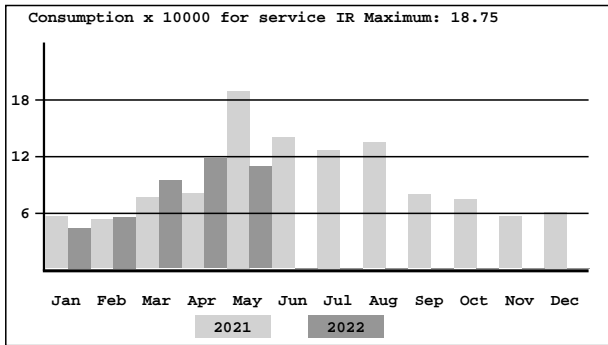
CYCLE A

\*\*C/CARD\*\*

1R2A

18001

Account #	Service Address	Billing Period	Bill Date	Due Date	TOTAL DUE			
2270	Highland Meadows St	04/05/22 to 05/04/22	05/10/2022	06/01/2022	\$ 540.34			
Service Code & Description	Date	Previous Reading	Date	Current Reading	Mult	Usage	Year Ago	Charge
LAST PAYMENT 05/02/2022							575.49	
AW ALTERNATIVE WATER SUR	04/04	36051	05/04	37129	100.000	107800	187500	20.48
BF BACKFLOW PREVENTION FEE								5.75
IR IRRIGATION	04/04	36051	05/04	37129	100.000	107800	187500	467.37 *
							* TAXES	46.74
Date Rec'd Rizzetta & Co., Inc. 05.13.22								
D/M approval <u>RA</u> Date 5/16/22								
Date entered 05.13.22								
Fund 001 GL 53600 OC 4302								
Check # _____								
Your Credit Card will be charged on 05/31/2022								
							CURRENT CHARGES	540.34
							TOTAL AMOUNT DUE	540.34



\*\*NOTICE\*\* CITY OFFICES WILL BE CLOSED ON MONDAY MAY 30TH IN OBSERVANCE OF MEMORIAL DAY

\*\*\*\*\*

COMMISSION MEETINGS: 1st AND 3rd MONDAYS AT 7PM IN THE COMMISSION CHAMBERS

\*\*\*\*\*

FOR CITY EVENTS AND UP TO DATE INFORMATION. PLEASE FOLLOW US ON FACEBOOK @MYDAVENPORTFL

\*\*\*\*\*

PAST DUE BALANCES ARE DUE IMMEDIATELY. LATE FEES WILL BE APPLIED IF PAYMENTS ARE NOT RECEIVED IN OUR OFFICE BY THE 1ST OF THE MONTH AND SUBJECT TO DISCONNECTION IF NOT PAID BY THE 10TH OF THE MONTH.



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

Account #	Bill Date	TOTAL DUE
2270	05/10/2022	\$ 540.34
Type	Due Date	
CYCLE A	06/01/2022	**C/CARD**
PayID	Bill No	
1R2A	613	

|||||  
CAR-RT SORT \*\* C035  
HIGHLAND MEADOWS CDD  
3434 COLWELL AVE SUITE 200  
TAMPA FL 33614

Your Credit Card will be charged on 05/31/2022

0000022707 0000540344



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION  
CALL: (863)419-3300

HIGHLAND MEADOWS CDD

CYCLE A

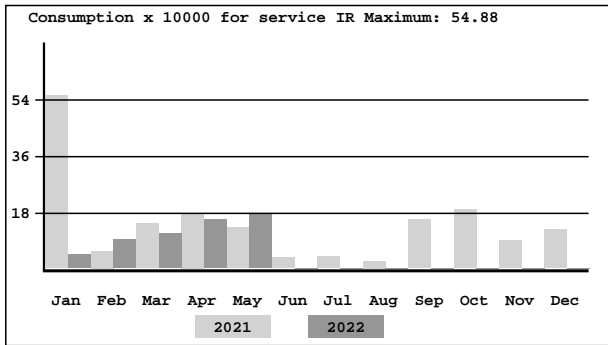
\*\*C/CARD\*\*

1SEA

181100

Account #	Service Address	Billing Period	Bill Date	Due Date	TOTAL DUE			
2318	Olsen Rd	04/05/22 to 05/04/22	05/10/2022	06/01/2022	\$ 878.76			
Service Code & Description	Date	Previous Reading	Date	Current Reading	Mult	Usage	Year Ago	Charge
LAST PAYMENT 05/02/2022							789.17	
AW ALTERNATIVE WATER SUR	04/04	110812	05/04	112522	100.000	171000	128500	32.49
BF BACKFLOW PREVENTION FEE								5.75
IR IRRIGATION	04/04	110812	05/04	112522	100.000	171000	128500	764.11 *
							* TAXES	76.41
Date Rec'd Rizzetta & Co., Inc. 05.13.22								
D/M approval <u>RA</u> Date <u>5/16/22</u>								
Date entered 05.13.22								
Fund <u>001</u> <u>GL</u> <u>53600</u> <u>OC</u> <u>4302</u>								
Check # _____								
CURRENT CHARGES							878.76	
TOTAL AMOUNT DUE							878.76	

Your Credit Card will be charged on 05/31/2022



\*\*NOTICE\*\* CITY OFFICES WILL BE CLOSED ON MONDAY MAY 30TH IN OBSERVANCE OF MEMORIAL DAY

\*\*\*\*\*

COMMISSION MEETINGS: 1st AND 3rd MONDAYS AT 7PM IN THE COMMISSION CHAMBERS

\*\*\*\*\*

FOR CITY EVENTS AND UP TO DATE INFORMATION. PLEASE FOLLOW US ON FACEBOOK @MYDAVENPORTFL

\*\*\*\*\*

PAST DUE BALANCES ARE DUE IMMEDIATELY. LATE FEES WILL BE APPLIED IF PAYMENTS ARE NOT RECEIVED IN OUR OFFICE BY THE 1ST OF THE MONTH AND SUBJECT TO DISCONNECTION IF NOT PAID BY THE 10TH OF THE MONTH.



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

Account #	Bill Date	TOTAL DUE
2318	05/10/2022	\$ 878.76
Type	Due Date	
CYCLE A	06/01/2022	**C/CARD**
PayID	Bill No	
1SEA	617	

||||| CAR-RT SORT \*\* C035  
 HIGHLAND MEADOWS CDD  
 3434 COLWELL AVE SUITE 200  
 TAMPA FL 33614

Your Credit Card will be charged on 05/31/2022

00000023184 0000878769

# INVOICE



# Dewberry®

Please remit to: DEWBERRY ENGINEERS INC.  
P.O. Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN: 13-0746510

Bill To: HIGHLAND MEADOWS CDD  
C/O RIZZETTA & COMPANY  
8529 SOUTH PARK CIRCLE, SUITE 330  
ORLANDO FL 32819

Invoice #: 2105281  
Invoice Date: 4/15/2022  
Due Date: 5/15/2022  
Client #: 876021  
Contract #: 50109974  
Batch #: 3138203

Dewberry Project: 50109972 Highland Meadows CDD-PLN164977  
Master agreement

Work Performed Thru Period Ending 3/25/2022

Job: 50109974 Highland Meadows CDDStormwater  
WO# 2022-2

## TIME & MATERIAL BILLING

Task ID Task Description  
T001 STORMWATER NEEDS ANALYSIS

Description  
ENGINEER I  
PROFESSIONAL IV

Prev Amount Billed \$ .00

### CURRENT PERIOD BILLING

Hours	Rate	Amount
1.50	110.000	\$ 165.00
5.00	155.000	\$ 775.00
<b>TOTAL HOURLY LABOR</b>	6.50	\$ 940.00
<b>TOTAL FOR T001</b>		\$ 940.00

TOTAL FOR JOB: 50109974 \$ 940.00

**TOTAL INVOICE AMOUNT DUE \$ 940.00**  
**BY 5/15/2022**

Please Reference Invoice Number with Payment

Date Rec'd Rizzetta & Co., Inc. 04.22.22  
D/M approval RH Date 5/3/22  
Date entered 04.29.22  
Fund 001 GL 51300 OC 3103  
Check # \_\_\_\_\_

NOTE: Dewberry will not ask our clients to update any banking information via email. Please call Richard Goldstein directly at 703.849.0219 to request or verify our banking information or account number.

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.

REINARDO MALAVE DAVILA



WEEK BEGINNING		WEEK ENDING		EMPLOYEE NO.	NAME (Last, First, M.I.)	HOME B.U.		P.C.	WEEKLY				
3/19/2022		3/25/2022		973438	NOVACK, ELANA	2705		2	TIMESHEET				
PAY TYPE	WORK STATE	JOB/BU	COST CODE	WORK ORDER	DESCRIPTION/CREW INFO	SAT	SUN	MON	TUES	WED	THURS	FRI	TOTALS
1	FL	50109974	T0010000		Stormwater Needs Analysis Highland Meadows CDDStormwater							1.5	1.5
<i>ELANA NOVACK 3/25/2022</i> EMPLOYEE SIGNATURE						<i>SCOTT ETHIER 3/25/2022</i> APPROVED BY							



WEEK BEGINNING		WEEK ENDING		EMPLOYEE NO.	NAME (Last, First, M.I.)	HOME B.U.		P.C.	WEEKLY TIMESHEET				
3/19/2022		3/25/2022		973390	SIMMONS, JAMES M.	2705		3					
PAY TYPE	WORK STATE	JOB/BU	COST CODE	WORK ORDER	DESCRIPTION/CREW INFO	SAT	SUN	MON	TUES	WED	THURS	FRI	TOTALS
1	FL	50109974	T0010000		Stormwater Needs Analysis Highland Meadows CDDStormwater					1.0	2.5	1.5	5.0
<i>JAMES SIMMONS 3/25/2022</i> EMPLOYEE SIGNATURE						<i>SCOTT ETHIER 3/25/2022</i> APPROVED BY							

# INVOICE



Please remit to: DEWBERRY ENGINEERS INC.  
P.O. Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN: 13-0746510

Bill To: HIGHLAND MEADOWS CDD  
C/O RIZZETTA & COMPANY  
8529 SOUTH PARK CIRCLE, SUITE 330  
ORLANDO FL 32819

Invoice #: 2119662  
Invoice Date: 5/23/2022  
Due Date: 6/22/2022  
Client #: 876021  
Contract #: 50109974  
Batch #: 3148868

Dewberry Project: 50109972 Highland Meadows CDD-PLN164977  
Master agreement

Work Performed Thru Period Ending 4/29/2022

Job: 50109974 Highland Meadows CDDStormwater  
WO# 2022-2

## TIME & MATERIAL BILLING

Task ID Task Description  
T001 STORMWATER NEEDS ANALYSIS

Description	Prev Amount Billed	\$	940.00	CURRENT PERIOD BILLING		
	Hours	Rate	Amount			
ENGINEER I	10.50	110.000	\$ 1,155.00			
PROFESSIONAL I	9.00	95.000	\$ 855.00			
PROFESSIONAL IV	1.50	155.000	\$ 232.50			
TOTAL HOURLY LABOR	21.00		\$ 2,242.50			
TOTAL FOR T001			\$ 2,242.50			

TOTAL FOR JOB: 50109974 \$ 2,242.50

**TOTAL INVOICE AMOUNT DUE \$ 2,242.50**  
**BY 6/22/2022**

Please Reference Invoice Number with Payment

Date Rec'd Rizzetta & Co., Inc. 05.23.22  
D/M approval RH Date 5/27/22  
Date entered 05.26.22  
Fund 001 GL 51300 OC 3103  
Check # \_\_\_\_\_

NOTE: Dewberry will not ask our clients to update any banking information via email. Please call Richard Goldstein directly at 703.849.0219 to request or verify our banking information or account number.

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.

REINARDO MALAVE DAVILA



WEEK BEGINNING		WEEK ENDING		EMPLOYEE NO.		NAME (Last, First, M.I.)		HOME B.U.		P.C.		WEEKLY TIMESHEET	
3/26/2022		4/1/2022		973438		NOVACK, ELANA		2705		2			
PAY TYPE	WORK STATE	JOB/BU	COST CODE	WORK ORDER	DESCRIPTION/CREW INFO	SAT	SUN	MON	TUES	WED	THURS	FRI	TOTALS
1	FL	50109974	T0010000		Stormwater Needs Analysis Highland Meadows CDDStormwater			3.0	0.5				3.5
ELANA NOVACK 4/1/2022						SCOTT ETHIER 4/1/2022							
EMPLOYEE SIGNATURE						APPROVED BY							



WEEK BEGINNING	WEEK ENDING	EMPLOYEE NO.	NAME (Last, First, M.I.)	HOME B.U.	P.C.	WEEKLY TIMESHEET
4/2/2022	4/8/2022	973390	SIMMONS, JAMES M.	2705	3	

PAY TYPE	WORK STATE	JOB/BU	COST CODE	WORK ORDER	DESCRIPTION/CREW INFO	SAT	SUN	MON	TUES	WED	THURS	FRI	TOTALS
1	FL	50109974	T0010000		Stormwater Needs Analysis Highland Meadows CDDStormwater					1.0		0.5	1.5

JAMES SIMMONS 4/8/2022  
 \_\_\_\_\_  
 EMPLOYEE SIGNATURE

SCOTT ETHIER 4/8/2022  
 \_\_\_\_\_  
 APPROVED BY



WEEK BEGINNING		WEEK ENDING		EMPLOYEE NO.	NAME (Last, First, M.I.)	HOME B.U.	P.C. WEEKLY						
4/16/2022		4/22/2022		668458	BANFIELD, MOLLY J.	2530	2 TIMESHEET						
PAY TYPE	WORK STATE	JOB/BU	COST CODE	WORK ORDER	DESCRIPTION/CREW INFO	SAT	SUN	MON	TUES	WED	THURS	FRI	TOTALS
1	FL	50109974	T0010000		Stormwater Needs Analysis - travel to and from site, site visit and data Highland Meadows CDDStormwater				2.5				2.5
1	FL	50109974	T0010000		Stormwater Needs Analysis - Site visit and data collection. Transfer to highland meadows west Highland Meadows CDDStormwater						4.5		4.5

MOLLY BANFIELD 4/22/2022

EMPLOYEE SIGNATURE

REINARDO MALAVE DAVILA 4/22/2022

APPROVED BY



WEEK BEGINNING		WEEK ENDING		EMPLOYEE NO.	NAME (Last, First, M.I.)	HOME B.U.	P.C. WEEKLY TIMESHEET						
4/16/2022		4/22/2022		469697	BIVENS, KAYLA N.	2530	2						
PAY TYPE	WORK STATE	JOB/BU	COST CODE	WORK ORDER	DESCRIPTION/CREW INFO	SAT	SUN	MON	TUES	WED	THURS	FRI	TOTALS
1	FL	50109974	T0010000		Stormwater Needs Analysis: field prep; field work Highland Meadows CDDStormwater				0.5	3.0		0.5	4.0
1	FL	50109974	T0010000		Stormwater Needs Analysis: Highland Meadows WEST field work (Needs transferred when cost code opens) Highland Meadows CDDStormwater							4.5	4.5
<p style="text-align: center;">KAYLA BIVENS 4/22/2022</p> <p style="text-align: center;">EMPLOYEE SIGNATURE</p>						<p style="text-align: center;">NICOLE GOUGH 4/22/2022</p> <p style="text-align: center;">APPROVED BY</p>							





duke-energy.com  
877.372.8477

# Your Energy Bill

**Service address**

HIGHLAND MEADOWS CDD  
101 HIGHLAND MEADOWS PL UNIT A  
DAVENPORT FL 33837

Bill date Apr 11, 2022

For service Mar 9 - Apr 7  
30 days

Account number **9100 8277 5437**

## Billing summary

Previous Amount Due	\$32.55
<i>Payment Received Mar 31</i>	-32.55
Current Electric Charges	30.00
Taxes	2.59
<b>Total Amount Due May 02</b>	<b>\$32.59</b>

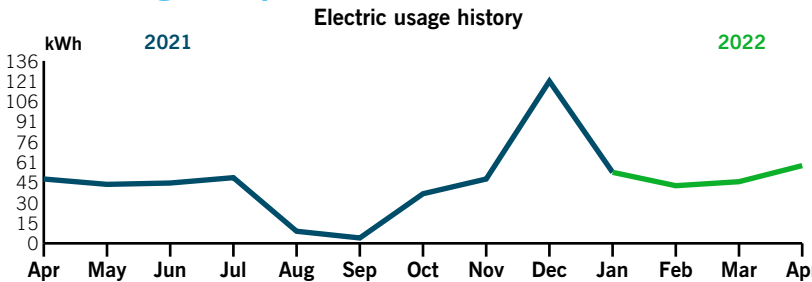


Thank you for your payment.

Go solar with no rooftop panels to install or long-term contracts, and save over time. Whether you rent or own your home, support clean energy by enrolling at duke-energy.com/CECSolar.

Know what's below. Call before you dig. Always call 811 before you dig, it's the law. Making this free call at least Two full Business days before you dig gets utility lines marked and helps protect you from injury and expense. Call 811 or visit sunshine811.com.

## Your usage snapshot



Date Rec'd Rizzetta & Co., Inc. 04.14.22

D/M approval RA Date 4/19/22

Date entered 04.15.22

Fund 001 GL 53100 OC 4301

Check # \_\_\_\_\_

### Average temperature in degrees

73° 78° 81° 81° 82° 80° 77° 66° 68° 60° 65° 71° 74°

	Current Month	Apr 2021	12-Month Usage	Avg Monthly Usage
Electric (kWh)	58	48	557	46
Avg. Daily (kWh)	2	2	2	

12-month usage based on most recent history

**Mail your payment at least 7 days before the due date or pay instantly at duke-energy.com/billing. Payments for this statement within 90 days from the bill date will avoid a 0.0% late payment charge.**

Please return this portion with your payment. Thank you for your business.

### Amount of automatic draft



Account number  
**9100 8277 5437**

**\$32.59**  
by May 2

*After 90 days from bill date, a late charge will apply.*

Duke Energy Return Mail  
PO Box 1090  
Charlotte, NC 28201-1090

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Add here, to help others with a contribution to Share the Light **Amount enclosed**

**HIGHLAND MEADOWS CDD**  
C/O RIZZETTA & COMPANY INC  
8529 SOUTHPARK CIR STE 330  
ORLANDO FL 32819-9064

Duke Energy Payment Processing  
PO Box 1094  
Charlotte, NC 28201-1094

8891008277543700066000000000000000000000325900000032590



## We're here for you

---

### Report an emergency

Electric outage [duke-energy.com/outages](http://duke-energy.com/outages)  
800.228.8485

---

### Convenient ways to pay your bill

Online [duke-energy.com/billing](http://duke-energy.com/billing)  
Automatically from your bank account [duke-energy.com/automatic-draft](http://duke-energy.com/automatic-draft)  
Speedpay (fee applies) [duke-energy.com/pay-now](http://duke-energy.com/pay-now)  
800.700.8744  
By mail payable to Duke Energy P.O. Box 1094  
Charlotte, NC 28201-1094  
In person [duke-energy.com/location](http://duke-energy.com/location)

---

### Help managing your account (not applicable for all customers)

Register for free paperless billing [duke-energy.com/paperless](http://duke-energy.com/paperless)  
Home [duke-energy.com/manage-home](http://duke-energy.com/manage-home)  
Business [duke-energy.com/manage-bus](http://duke-energy.com/manage-bus)

---

### General questions or concerns

Online [duke-energy.com](http://duke-energy.com)  
Home: Mon - Fri (7 a.m. to 7 p.m.) 800.700.8744  
Business: Mon - Fri (7 a.m. to 6 p.m.) 877.372.8477  
For hearing impaired TDD/TTY 800.222.3448 or 711  
International 1.407.629.1010

---

### Call before you dig

Call 800.432.4770 or 811

---

### Check utility rates

Check rates and charges [duke-energy.com/rates](http://duke-energy.com/rates)

---

### Correspond with Duke Energy (not for payment)

P.O. Box 14042  
St Petersburg, FL 33733

## Important to know

### Your next meter reading on or after: May 6

Please be sure we can safely access your meter. Don't worry if your digital meter flashes eights from time to time. That's a normal part of the energy measuring process.

### Your electric service may be disconnected if your payment is past due

If payment for your electric service is past due, we may begin disconnection procedures. The due date on your bill applies to current charges only. Any unpaid, past due charges are not extended to the new due date and may result in disconnection. The reconnection fee is \$13 between the hours of 7 a.m. and 7 p.m. Monday through Friday and \$14 after 7 p.m. or on the weekends.

### Electric service does not depend on payment for other products or services

Non-payment for non-regulated products or services (such as surge protection or equipment service contracts) may result in removal from the program but will not result in disconnection of electric service.

### When you pay by check

We may process the payment as a regular check or convert it into a one-time electronic check payment.

### Asset Securitization Charge

A charge to recover cost associated with nuclear asset-recovery bonds. Duke Energy Florida is acting as the collection agent for Special Purpose Entity (SPE) until the bonds have been paid in full or legally discharged.

### Medical Essential Program

Identifies customers who are dependent on continuously electric-powered medical equipment. The program does not automatically extend electric bill due dates, nor does it provide priority restoration. To learn more or find out if you qualify, call 800.700.8744 or visit [duke-energy.com/home/billing/special-assistance/medically-essential](http://duke-energy.com/home/billing/special-assistance/medically-essential).

### Special Needs Customers

Florida Statutes offer a program for customers who need special assistance during emergency evacuations and sheltering. Customers with special needs may contact their local emergency management agency for registration and more information.

### Para nuestros clientes que hablan Español

Representantes bilingües están disponibles para asistirle de lunes a viernes de 7 a.m. - 7 p.m. Para obtener más información o reportar problemas con su servicio eléctrico, favor de llamar al 800.700.8744.

## Your usage snapshot - Continued

<b>Current electric usage for meter number 3876487</b>	
Actual reading on Apr 7	1907
Previous reading on Mar 9	- 1849
<hr/>	
Energy Used	58 kWh
Billed kWh	58.000 kWh



A kilowatt-hour (kWh) is a measure of the energy used by a 1,000-watt appliance in one hour. A 10-watt LED lightbulb would take 100 hours to use 1 kWh.

## Billing details - Electric

<b>Billing Period - Mar 09 to Apr 07</b>	
<b>Meter - 3876487</b>	
Customer Charge	\$15.47
Energy Charge	
58.000 kWh @ 8.574c	4.98
Fuel Charge	
58.000 kWh @ 4.787c	2.78
Asset Securitization Charge	
58.000 kWh @ 0.204c	0.12
Minimum Bill Adjustment	6.65
<hr/>	
<b>Total Current Charges</b>	<b>\$30.00</b>

The total charges incurred during this billing period are below the minimum expenses necessary to equitably provide and maintain reliable electric service to all facilities across the state. When the combined monthly customer, energy, fuel, and other charges fall below a \$30 threshold, customers will see the difference noted as a Minimum Bill Adjustment under the Billing Details section. Learn more about the minimum charge adjustment and additional customer charges at [duke-energy.com/minimum](http://duke-energy.com/minimum).

Your current rate is General Service Non-Demand Sec (GS-1).

## Billing details - Taxes

Regulatory Assessment Fee	\$0.02
Gross Receipts Tax	0.60
Municipal Franchise Fee	1.97
<hr/>	
<b>Total Taxes</b>	<b>\$2.59</b>





duke-energy.com  
877.372.8477

# Your Energy Bill

**Service address**  
HIGHLAND MEADOWS CDD  
508 HIGHLAND MEADOWS ST UNIT A  
DAVENPORT FL 33837

**Bill date** Apr 11, 2022  
**For service** Mar 9 - Apr 7  
30 days

**Account number** 9100 8272 6644

## Billing summary

Previous Amount Due	\$32.48
<i>Payment Received Mar 31</i>	-32.48
Current Electric Charges	30.00
Taxes	2.55
<b>Total Amount Due May 02</b>	<b>\$32.55</b>



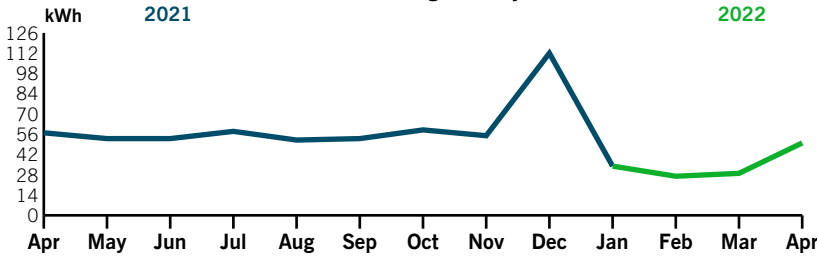
Thank you for your payment.

Go solar with no rooftop panels to install or long-term contracts, and save over time. Whether you rent or own your home, support clean energy by enrolling at duke-energy.com/CECSolar.

Know what's below. Call before you dig. Always call 811 before you dig, it's the law. Making this free call at least Two full Business days before you dig gets utility lines marked and helps protect you from injury and expense. Call 811 or visit sunshine811.com.

## Your usage snapshot

Electric usage history



### Average temperature in degrees

73° 78° 81° 81° 82° 80° 77° 66° 68° 60° 65° 71° 74°

	Current Month	Apr 2021	12-Month Usage	Avg Monthly Usage
Electric (kWh)	50	57	635	53
Avg. Daily (kWh)	2	2	2	

12-month usage based on most recent history

Date Rec'd Rizzetta & Co., Inc. 04.15.22

D/M approval RA Date 4/19/22

Date entered 04.15.22

Fund 001 GL 53100 OC 4301

Check # \_\_\_\_\_

Please return this portion with your payment. Thank you for your business.



Duke Energy Return Mail  
PO Box 1090  
Charlotte, NC 28201-1090

Account number  
9100 8272 6644

**Mail your payment at least 7 days before the due date** or pay instantly at duke-energy.com/billing. Payments for this statement within 90 days from the bill date will avoid a 0.0% late payment charge.

### Amount of automatic draft

**\$32.55**  
by May 2

After 90 days from bill date, a late charge will apply.

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Add here, to help others with a contribution to Share the Light **Amount enclosed**

**HIGHLAND MEADOWS CDD**  
C/O RIZZETTA & COMPANY INC  
8529 SOUTHPARK CIR STE 330  
ORLANDO FL 32819-9064

Duke Energy Payment Processing  
PO Box 1094  
Charlotte, NC 28201-1094

8891008272664400066000000000000000000000325500000032556



## We're here for you

---

### Report an emergency

Electric outage [duke-energy.com/outages](http://duke-energy.com/outages)  
800.228.8485

---

### Convenient ways to pay your bill

Online [duke-energy.com/billing](http://duke-energy.com/billing)  
Automatically from your bank account [duke-energy.com/automatic-draft](http://duke-energy.com/automatic-draft)  
Speedpay (fee applies) [duke-energy.com/pay-now](http://duke-energy.com/pay-now)  
800.700.8744  
By mail payable to Duke Energy P.O. Box 1094  
Charlotte, NC 28201-1094  
In person [duke-energy.com/location](http://duke-energy.com/location)

---

### Help managing your account (not applicable for all customers)

Register for free paperless billing [duke-energy.com/paperless](http://duke-energy.com/paperless)  
Home [duke-energy.com/manage-home](http://duke-energy.com/manage-home)  
Business [duke-energy.com/manage-bus](http://duke-energy.com/manage-bus)

---

### General questions or concerns

Online [duke-energy.com](http://duke-energy.com)  
Home: Mon - Fri (7 a.m. to 7 p.m.) 800.700.8744  
Business: Mon - Fri (7 a.m. to 6 p.m.) 877.372.8477  
For hearing impaired TDD/TTY 800.222.3448 or 711  
International 1.407.629.1010

---

### Call before you dig

Call 800.432.4770 or 811

---

### Check utility rates

Check rates and charges [duke-energy.com/rates](http://duke-energy.com/rates)

---

### Correspond with Duke Energy (not for payment)

P.O. Box 14042  
St Petersburg, FL 33733

## Important to know

### Your next meter reading on or after: May 6

Please be sure we can safely access your meter. Don't worry if your digital meter flashes eights from time to time. That's a normal part of the energy measuring process.

### Your electric service may be disconnected if your payment is past due

If payment for your electric service is past due, we may begin disconnection procedures. The due date on your bill applies to current charges only. Any unpaid, past due charges are not extended to the new due date and may result in disconnection. The reconnection fee is \$13 between the hours of 7 a.m. and 7 p.m. Monday through Friday and \$14 after 7 p.m. or on the weekends.

### Electric service does not depend on payment for other products or services

Non-payment for non-regulated products or services (such as surge protection or equipment service contracts) may result in removal from the program but will not result in disconnection of electric service.

### When you pay by check

We may process the payment as a regular check or convert it into a one-time electronic check payment.

### Asset Securitization Charge

A charge to recover cost associated with nuclear asset-recovery bonds. Duke Energy Florida is acting as the collection agent for Special Purpose Entity (SPE) until the bonds have been paid in full or legally discharged.

### Medical Essential Program

Identifies customers who are dependent on continuously electric-powered medical equipment. The program does not automatically extend electric bill due dates, nor does it provide priority restoration. To learn more or find out if you qualify, call 800.700.8744 or visit [duke-energy.com/home/billing/special-assistance/medically-essential](http://duke-energy.com/home/billing/special-assistance/medically-essential).

### Special Needs Customers

Florida Statutes offer a program for customers who need special assistance during emergency evacuations and sheltering. Customers with special needs may contact their local emergency management agency for registration and more information.

### Para nuestros clientes que hablan Español

Representantes bilingües están disponibles para asistirle de lunes a viernes de 7 a.m. - 7 p.m. Para obtener más información o reportar problemas con su servicio eléctrico, favor de llamar al 800.700.8744.

## Your usage snapshot - Continued

Current electric usage for meter number 3874601	
Actual reading on Apr 7	2062
Previous reading on Mar 9	- 2012
<hr/>	
Energy Used	50 kWh
Billed kWh	50.000 kWh



A kilowatt-hour (kWh) is a measure of the energy used by a 1,000-watt appliance in one hour. A 10-watt LED lightbulb would take 100 hours to use 1 kWh.

## Billing details - Electric

Billing Period - Mar 09 to Apr 07	
<b>Meter - 3874601</b>	
Customer Charge	\$15.47
Energy Charge	
50.000 kWh @ 8.574c	4.29
Fuel Charge	
50.000 kWh @ 4.787c	2.39
Asset Securitization Charge	
50.000 kWh @ 0.204c	0.10
Minimum Bill Adjustment	7.75
<hr/>	
<b>Total Current Charges</b>	<b>\$30.00</b>

The total charges incurred during this billing period are below the minimum expenses necessary to equitably provide and maintain reliable electric service to all facilities across the state. When the combined monthly customer, energy, fuel, and other charges fall below a \$30 threshold, customers will see the difference noted as a Minimum Bill Adjustment under the Billing Details section. Learn more about the minimum charge adjustment and additional customer charges at [duke-energy.com/minimum](http://duke-energy.com/minimum).

Your current rate is General Service Non-Demand Sec (GS-1).

## Billing details - Taxes

Regulatory Assessment Fee	\$0.02
Gross Receipts Tax	0.57
Municipal Franchise Fee	1.96
<hr/>	
<b>Total Taxes</b>	<b>\$2.55</b>



duke-energy.com  
877.372.8477

# Your Energy Bill

**Service address**

HIGHLAND MEADOWS CDD  
0 COUNTY ROAD 547 N LITE HIGHLAND MEADOWS PH 2  
LITE HIGHLAND MEADOWS PH2

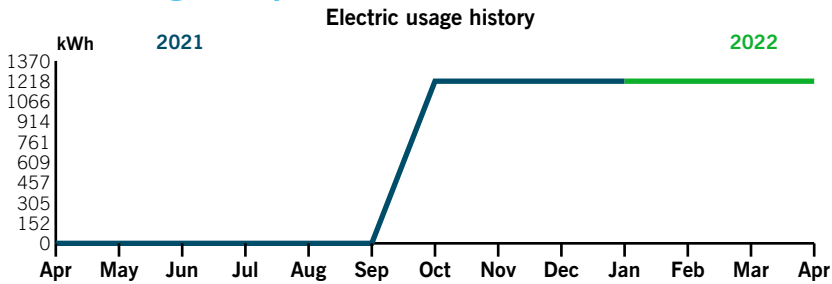
Bill date Apr 25, 2022  
For service Mar 24 - Apr 22  
30 days

Account number **9100 8272 6884**

## Billing summary

Previous Amount Due	\$554.54
<i>Payment Received Apr 14</i>	-554.54
Current Lighting Charges	551.62
Taxes	2.92
<b>Total Amount Due May 16</b>	<b>\$554.54</b>

## Your usage snapshot



**Average temperature in degrees**

73° 78° 81° 81° 82° 80° 77° 66° 68° 60° 65° 71° 73°

	Current Month	Apr 2021	12-Month Usage	Avg Monthly Usage
Electric (kWh)	1,218	0	N/A	1,218
Avg. Daily (kWh)	41	0	N/A	

12-month usage based on most recent history



Thank you for your payment.

Go solar with no rooftop panels to install or long-term contracts, and save over time. Whether you rent or own your home, support clean energy by enrolling at duke-energy.com/CECSolar.

Know what's below. Call before you dig. Always call 811 before you dig, it's the law. Making this free call at least Two full Business days before you dig gets utility lines marked and helps protect you from injury and expense. Call 811 or visit sunshine811.com.

Date Rec'd Rizzetta & Co., Inc. 04.29.22

D/M approval *RH* Date 5/3/22

Date entered 04.29.22

Fund 001 GL 53100 OC 4309

Check # \_\_\_\_\_

Please return this portion with your payment. Thank you for your business.



Duke Energy Return Mail  
PO Box 1090  
Charlotte, NC 28201-1090

Account number  
**9100 8272 6884**

**Mail your payment at least 7 days before the due date** or pay instantly at duke-energy.com/billing. Payments for this statement within 90 days from the bill date will avoid a 0.0% late payment charge.

### Amount of automatic draft

<b>\$554.54</b> by May 16	<i>After 90 days from bill date, a late charge will apply.</i>
------------------------------	--

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Add here, to help others with a contribution to Share the Light **Amount enclosed**

**HIGHLAND MEADOWS CDD**  
C/O RIZZETTA & COMPANY INC  
3434 COLWELL AVE STE 200  
TAMPA FL 33614-8390

Duke Energy Payment Processing  
PO Box 1094  
Charlotte, NC 28201-1094

8891008272688400066000000000000000005545400000554540



## We're here for you

---

### Report an emergency

Electric outage	duke-energy.com/outages 800.228.8485
-----------------	---

---

### Convenient ways to pay your bill

Online	duke-energy.com/billing
Automatically from your bank account	duke-energy.com/automatic-draft
Speedpay (fee applies)	duke-energy.com/pay-now 800.700.8744
By mail payable to Duke Energy	P.O. Box 1094 Charlotte, NC 28201-1094
In person	duke-energy.com/location

---

### Help managing your account (not applicable for all customers)

Register for free paperless billing	duke-energy.com/paperless
Home	duke-energy.com/manage-home
Business	duke-energy.com/manage-bus

---

### General questions or concerns

Online	duke-energy.com
Home: Mon - Fri (7 a.m. to 7 p.m.)	800.700.8744
Business: Mon - Fri (7 a.m. to 6 p.m.)	877.372.8477
For hearing impaired TDD/TTY	800.222.3448 or 711
International	1.407.629.1010

---

### Call before you dig

Call	800.432.4770 or 811
------	---------------------

---

### Check utility rates

Check rates and charges	duke-energy.com/rates
-------------------------	-----------------------

---

### Correspond with Duke Energy (not for payment)

P.O. Box 14042  
St Petersburg, FL 33733

## Important to know

### Your next meter reading on or after: May 20

Please be sure we can safely access your meter. Don't worry if your digital meter flashes eights from time to time. That's a normal part of the energy measuring process.

### Your electric service may be disconnected if your payment is past due

If payment for your electric service is past due, we may begin disconnection procedures. The due date on your bill applies to current charges only. Any unpaid, past due charges are not extended to the new due date and may result in disconnection. The reconnection fee is \$13 between the hours of 7 a.m. and 7 p.m. Monday through Friday and \$14 after 7 p.m. or on the weekends.

### Electric service does not depend on payment for other products or services

Non-payment for non-regulated products or services (such as surge protection or equipment service contracts) may result in removal from the program but will not result in disconnection of electric service.

### When you pay by check

We may process the payment as a regular check or convert it into a one-time electronic check payment.

### Asset Securitization Charge

A charge to recover cost associated with nuclear asset-recovery bonds. Duke Energy Florida is acting as the collection agent for Special Purpose Entity (SPE) until the bonds have been paid in full or legally discharged.

### Medical Essential Program

Identifies customers who are dependent on continuously electric-powered medical equipment. The program does not automatically extend electric bill due dates, nor does it provide priority restoration. To learn more or find out if you qualify, call 800.700.8744 or visit [duke-energy.com/home/billing/special-assistance/medically-essential](http://duke-energy.com/home/billing/special-assistance/medically-essential).

### Special Needs Customers

Florida Statutes offer a program for customers who need special assistance during emergency evacuations and sheltering. Customers with special needs may contact their local emergency management agency for registration and more information.

### Para nuestros clientes que hablan Español

Representantes bilingües están disponibles para asistirle de lunes a viernes de 7 a.m. - 7 p.m. Para obtener más información o reportar problemas con su servicio eléctrico, favor de llamar al 800.700.8744.



## Your usage snapshot - Continued

<b>Outdoor Lighting</b>		
<b>Billing period Mar 24 - Apr 22</b>		
<b>Description</b>	<b>Quantity</b>	<b>Usage</b>
HPS UG RDWAY 9500L	29	1,218 kWh
<b>Total</b>	<b>29</b>	<b>1,218 kWh</b>

## Billing details - Lighting

<b>Billing Period - Mar 24 to Apr 22</b>	
Customer Charge	\$1.63
Energy Charge	
1,218.000 kWh @ 3.440c	41.89
Fuel Charge	
1,218.000 kWh @ 4.437c	54.04
Asset Securitization Charge	
1,218.000 kWh @ 0.065c	0.79
Fixture Charge	
HPS UG RDWAY 9500L	164.72
Maintenance Charge	
HPS UG RDWAY 9500L	53.36
Pole Charge	
CONCRETE, 30/35	
29 Pole(s) @ \$8.110	235.19
<b>Total Current Charges</b>	<b>\$551.62</b>

Your current rate is Lighting Service Company Owned/Maintained (LS-1).

## Billing details - Taxes

Regulatory Assessment Fee	\$0.40
Gross Receipts Tax	2.52
<b>Total Taxes</b>	<b>\$2.92</b>



duke-energy.com  
877.372.8477

# Your Energy Bill

**Service address** Bill date Apr 25, 2022  
HIGHLAND MEADOWS CDD For service Mar 24 - Apr 22  
0 COUNTY ROAD 547 N LITE 30 days  
LITE HIGHLAND MEADOWS

Account number **9100 8277 5198**

## Billing summary

Previous Amount Due	\$363.91
Payment Received Apr 14	-363.91
Current Lighting Charges	361.98
Taxes	1.93
<b>Total Amount Due May 16</b>	<b>\$363.91</b>



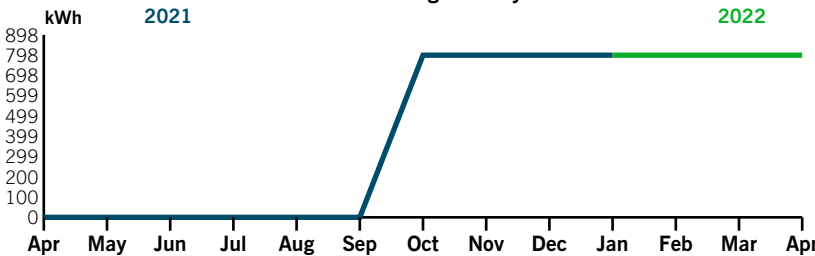
Thank you for your payment.

Go solar with no rooftop panels to install or long-term contracts, and save over time. Whether you rent or own your home, support clean energy by enrolling at duke-energy.com/CECSolar.

Know what's below. Call before you dig. Always call 811 before you dig, it's the law. Making this free call at least Two full Business days before you dig gets utility lines marked and helps protect you from injury and expense. Call 811 or visit sunshine811.com.

## Your usage snapshot

Electric usage history



### Average temperature in degrees

73° 78° 81° 81° 82° 80° 77° 66° 68° 60° 65° 71° 73°

	Current Month	Apr 2021	12-Month Usage	Avg Monthly Usage
Electric (kWh)	798	0	N/A	798
Avg. Daily (kWh)	27	0	N/A	

12-month usage based on most recent history

Date Rec'd Rizzetta & Co., Inc. 04.29.22

D/M approval RH Date 5/3/22

Date entered 04.29.22

Fund 001 GL 53100 OC 4309

Check # \_\_\_\_\_

Please return this portion with your payment. Thank you for your business.



Duke Energy Return Mail  
PO Box 1090  
Charlotte, NC 28201-1090

Account number  
**9100 8277 5198**

Mail your payment at least 7 days before the due date or pay instantly at duke-energy.com/billing. Payments for this statement within 90 days from the bill date will avoid a 0.0% late payment charge.

### Amount of automatic draft

<b>\$363.91</b> by May 16	After 90 days from bill date, a late charge will apply.
------------------------------	---

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Add here, to help others with a contribution to Share the Light **Amount enclosed**

**HIGHLAND MEADOWS CDD**  
C/O RIZZETTA & COMPANY INC  
3434 COLWELL AVE STE 200  
TAMPA FL 33614-8390

Duke Energy Payment Processing  
PO Box 1094  
Charlotte, NC 28201-1094

889100827751980006600000000000000000000003639100000363912



## We're here for you

---

### Report an emergency

Electric outage [duke-energy.com/outages](http://duke-energy.com/outages)  
800.228.8485

---

### Convenient ways to pay your bill

Online [duke-energy.com/billing](http://duke-energy.com/billing)  
Automatically from your bank account [duke-energy.com/automatic-draft](http://duke-energy.com/automatic-draft)  
Speedpay (fee applies) [duke-energy.com/pay-now](http://duke-energy.com/pay-now)  
800.700.8744  
By mail payable to Duke Energy P.O. Box 1094  
Charlotte, NC 28201-1094  
In person [duke-energy.com/location](http://duke-energy.com/location)

---

### Help managing your account (not applicable for all customers)

Register for free paperless billing [duke-energy.com/paperless](http://duke-energy.com/paperless)  
Home [duke-energy.com/manage-home](http://duke-energy.com/manage-home)  
Business [duke-energy.com/manage-bus](http://duke-energy.com/manage-bus)

---

### General questions or concerns

Online [duke-energy.com](http://duke-energy.com)  
Home: Mon - Fri (7 a.m. to 7 p.m.) 800.700.8744  
Business: Mon - Fri (7 a.m. to 6 p.m.) 877.372.8477  
For hearing impaired TDD/TTY 800.222.3448 or 711  
International 1.407.629.1010

---

### Call before you dig

Call 800.432.4770 or 811

---

### Check utility rates

Check rates and charges [duke-energy.com/rates](http://duke-energy.com/rates)

---

### Correspond with Duke Energy (not for payment)

P.O. Box 14042  
St Petersburg, FL 33733

## Important to know

### Your next meter reading on or after: May 20

Please be sure we can safely access your meter. Don't worry if your digital meter flashes eights from time to time. That's a normal part of the energy measuring process.

### Your electric service may be disconnected if your payment is past due

If payment for your electric service is past due, we may begin disconnection procedures. The due date on your bill applies to current charges only. Any unpaid, past due charges are not extended to the new due date and may result in disconnection. The reconnection fee is \$13 between the hours of 7 a.m. and 7 p.m. Monday through Friday and \$14 after 7 p.m. or on the weekends.

### Electric service does not depend on payment for other products or services

Non-payment for non-regulated products or services (such as surge protection or equipment service contracts) may result in removal from the program but will not result in disconnection of electric service.

### When you pay by check

We may process the payment as a regular check or convert it into a one-time electronic check payment.

### Asset Securitization Charge

A charge to recover cost associated with nuclear asset-recovery bonds. Duke Energy Florida is acting as the collection agent for Special Purpose Entity (SPE) until the bonds have been paid in full or legally discharged.

### Medical Essential Program

Identifies customers who are dependent on continuously electric-powered medical equipment. The program does not automatically extend electric bill due dates, nor does it provide priority restoration. To learn more or find out if you qualify, call 800.700.8744 or visit [duke-energy.com/home/billing/special-assistance/medically-essential](http://duke-energy.com/home/billing/special-assistance/medically-essential).

### Special Needs Customers

Florida Statutes offer a program for customers who need special assistance during emergency evacuations and sheltering. Customers with special needs may contact their local emergency management agency for registration and more information.

### Para nuestros clientes que hablan Español

Representantes bilingües están disponibles para asistirle de lunes a viernes de 7 a.m. - 7 p.m. Para obtener más información o reportar problemas con su servicio eléctrico, favor de llamar al 800.700.8744.





## Your usage snapshot - Continued

<b>Outdoor Lighting</b>		
<b>Billing period Mar 24 - Apr 22</b>		
<b>Description</b>	<b>Quantity</b>	<b>Usage</b>
HPS UG RDWAY 9500L	19	798 kWh
<b>Total</b>	<b>19</b>	<b>798 kWh</b>

## Billing details - Lighting

<b>Billing Period - Mar 24 to Apr 22</b>	
Customer Charge	\$1.63
Energy Charge	
798.000 kWh @ 3.440c	27.45
Fuel Charge	
798.000 kWh @ 4.437c	35.41
Asset Securitization Charge	
798.000 kWh @ 0.065c	0.52
Fixture Charge	
HPS UG RDWAY 9500L	107.92
Maintenance Charge	
HPS UG RDWAY 9500L	34.96
Pole Charge	
CONCRETE, 30/35	
19 Pole(s) @ \$8.110	154.09
<b>Total Current Charges</b>	<b>\$361.98</b>

Your current rate is Lighting Service Company Owned/Maintained (LS-1).

## Billing details - Taxes

Regulatory Assessment Fee	\$0.26
Gross Receipts Tax	1.67
<b>Total Taxes</b>	<b>\$1.93</b>

Southern Oak Outdoor LLC  
9300 Conroy Windermere Rd Unit 3227  
Windermere, FL 34786 US  
3214437141  
admin@southernoakoutdoor.com  
http://www.southernoakoutdoor.com



# INVOICE

**BILL TO**

Highland Meadows CDD  
3434 Colwell Ave  
Suite 200  
Tampa FL 33614-8390

**SHIP TO**

Highland Meadows CDD  
3434 Colwell Ave  
Suite 200  
Tampa, FL 33614-8390

**INVOICE #** 1910

**DATE** 05/01/2022

**DUE DATE** 05/01/2022

**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
<b>Landscape Maintenance:Maintenance</b> Mowing, edging, string trimming, blowing, shearing & weed control.	1	2,530.50	2,530.50

Thank you for your business!

BALANCE DUE

**\$2,530.50**

Date Rec'd Rizzetta & Co., Inc. 05.01.22

D/M approval RA Date 5/10/22

Date entered 05.06.22

Fund 001 GL 53900 OC 4604

Check # \_\_\_\_\_



# INVOICE

Invoice # 2368  
Date: 05/17/2022  
Due On: 06/16/2022

## KE Law Group, PLLC

P.O. Box 6386  
Tallahassee, Florida 32314

Highland Meadows CDD  
Highland Meadows CDD  
c/o Rizzetta & Company  
3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614

Date Rec'd Rizzetta & Co., Inc. 05.17.22  
D/M approval RH Date 5/23/22  
Date entered 05.20.22  
Fund 001 GL 51400 OC 3107  
Check # \_\_\_\_\_

### HMCCDD-01

## HIGHLAND MEADOWS CDD - GENERAL COUNSEL/MONTHLY MEETING

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	JW	04/01/2022	Review rulemaking notice from DM re parking policy and confer with Richard Hernandez	0.10	\$285.00	\$28.50
Service	RVW	04/11/2022	Confer with Davis at district regarding budget question.	0.30	\$365.00	\$109.50
<b>Total</b>						<b>\$138.00</b>

## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
2368	06/16/2022	\$138.00	\$0.00	\$138.00
<b>Outstanding Balance</b>				<b>\$138.00</b>
<b>Total Amount Outstanding</b>				<b>\$138.00</b>

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.

**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
5/1/2022	INV0000067882

**Bill To:**

HIGHLAND MEADOWS CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
May	Upon Receipt	00605

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,099.67	\$1,099.67
Administrative Services	1.00	\$422.25	\$422.25
Financial & Revenue Collections	1.00	\$334.33	\$334.33
Management Services	1.00	\$1,209.25	\$1,209.25
Website Compliance & Management	1.00	\$100.00	\$100.00

Date Rec'd Rizzetta & Co., Inc. 04.26.22

D/M approval RA Date 5/3/22

Date entered 04.29.22

Fund	001	GL	51300	OC	3201	1099.67
	001		51300		3100	422.25
Check#			51300		3111	334.25
	001		51300		3101	1209.25
	001		51300		5102	100

<b>Subtotal</b>	\$3,165.50
<b>Total</b>	\$3,165.50

# **BUSINESS ITEMS**

## **Tab 3**

## RESOLUTION 2022-04

### THE ANNUAL APPROPRIATION RESOLUTION OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2022, submitted to the Board of Supervisors (“**Board**”) of the Highland Meadows Community Development District (“**District**”) proposed budget(s) (“**Proposed Budget**”) for the fiscal year beginning October 1, 2022 and ending September 30, 2023 (“**Fiscal Year 2022/2023**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT:

#### SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget



may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.

- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Highland Meadows Community Development District for the Fiscal Year Ending September 30, 2023."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2022/2023, the sum of \$ 286,561.61 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	<u>\$198,577.96</u>
DEBT SERVICE FUND (SERIES 2006)	<u>\$87,983.65</u>
TOTAL ALL FUNDS	<u>\$286,561.61</u>

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2022/2023 or within 60 days following the end of the Fiscal Year 2022/2023 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 16<sup>TH</sup> DAY OF AUGUST 2022.**

ATTEST:

**HIGHLAND MEADOWS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT A:** Fiscal Year 2022/2023 Budget

**EXHIBIT A**  
Fiscal Year 2022/2023 Budget



Rizzetta & Company

# Higland Meadows Community Development District

<https://higlandmeadowscdd.org>

---

**Approved Proposed Budget for  
Fiscal Year 2022/2023**

## Table of Contents

	<u>Page</u>
<b>General Fund Budget for Fiscal Year 2022/2023</b>	<b>1</b>
<b>Reserve Fund Budget for Fiscal Year 2022/2023</b>	<b>2</b>
<b>Debt Service Fund Budget for Fiscal Year 2022/2023</b>	<b>3</b>
<b>Assessments Carts for Fiscal Year 2022/2023</b>	<b>4</b>
<b>General Fund Budget Account Category Descriptions Debt</b>	<b>6</b>
<b>Service Fund Budget Account Category Descriptions</b>	<b>12</b>

**Proposed Budget**  
**Highland Meadows Community Development District**  
**General Fund**  
**Fiscal Year 2022/2023**

	Chart of Accounts Classification	Actual YTD through 04/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 157,655	\$ 137,204	\$ 157,655	\$ (20,451)	\$ 173,578	\$ 15,923	
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 157,655</b>	<b>\$ 137,204</b>	<b>\$ 157,655</b>	<b>\$ (20,451)</b>	<b>\$ 173,578</b>	<b>\$ 15,923</b>	
8								
9	Balance Forward from Prior Year(s)	\$ -	\$ 47,218	\$ 47,218	\$ -	\$ -	\$ (47,218)	Remove Balance Forward
10								
11	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 157,655</b>	<b>\$ 184,422</b>	<b>\$ 204,873</b>	<b>\$ (20,451)</b>	<b>\$ 173,578</b>	<b>\$ (31,295)</b>	
12								
13	<b>EXPENDITURES - ADMINISTRATIVE</b>							
14								
15	Legislative							
16								
17	Supervisor Fees	\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	Assumes quarterly meeting schedule and addtl for special meeting as necessary.
18	Financial & Administrative							
19	Administrative Services	\$ 2,956	\$ 5,067	\$ 5,067	\$ (0)	\$ 5,067	\$ -	
20	District Management	\$ 8,465	\$ 14,511	\$ 14,511	\$ (0)	\$ 14,511	\$ -	
21	District Engineer	\$ 4,593	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	
22	Disclosure Report	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	\$ 2,400	\$ -	
23	Trustees Fees	\$ 3,457	\$ 3,457	\$ 3,500	\$ 43	\$ 3,500	\$ -	
24	Assessment Roll	\$ 5,250	\$ 5,250	\$ 5,250	\$ -	\$ 5,250	\$ -	
25	Financial & Revenue Collections	\$ 2,340	\$ 4,011	\$ 4,012	\$ 1	\$ 4,012	\$ -	
26	Accounting Services	\$ 7,698	\$ 13,197	\$ 13,196	\$ (1)	\$ 13,196	\$ -	
27	Auditing Services	\$ 3,229	\$ 3,229	\$ 3,200	\$ (29)	\$ 3,200	\$ -	Per agreement with Grau & Associates, FYE 22 \$3,200
28	Public Officials Liability Insurance	\$ 2,826	\$ 2,826	\$ 2,960	\$ 134	\$ 3,391	\$ 431	Per Egis projections for renewal.
29	Legal Advertising	\$ 1,893	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	
30	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	Due annually to the State.
31	Miscellaneous Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Reclass to Dues, Licenses and Fees
32	Website Hosting, Maintenance, Backup	\$ 1,853	\$ 4,200	\$ 4,200	\$ -	\$ 4,200	\$ -	Maintain at \$4,200 for FY 22/23
33	Legal Counsel							
34	District Counsel	\$ 7,567	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	Suggest maintaining at no less than 10K.
35								
36	<b>Administrative Subtotal</b>	<b>\$ 57,702</b>	<b>\$ 86,324</b>	<b>\$ 86,471</b>	<b>\$ 5,147</b>	<b>\$ 86,902</b>	<b>\$ 431</b>	
37								
38	<b>EXPENDITURES - FIELD OPERATIONS</b>							
39								
40	Electric Utility Services							
41	Utility Services	\$ 377	\$ 600	\$ 624	\$ 24	\$ 624	\$ -	Maintained at same rate as year prior
42	Street Lights	\$ 4,423	\$ 7,582	\$ 10,025	\$ 2,443	\$ 10,025	\$ -	
43	Water-Sewer Combination Services							
44	Utility Services	\$ 6,875	\$ 11,786	\$ 10,000	\$ (1,786)	\$ 12,375	\$ 2,375	Adjusted based on projections.
45	Other Physical Environment							
46	Property Insurance/General Liability	\$ 5,140	\$ 5,140	\$ 5,387	\$ 247	\$ 6,168	\$ 781	Per Egis projections for renewal. GL-\$3050 Property-\$3118
47	Entry & Walls Maintenance	\$ 81,632	\$ 81,632	\$ 2,500	\$ (79,132)	\$ 2,500	\$ -	Utilize for misc. entry & wall maint. Maintained at same rate.
48	Landscape Maintenance	\$ 17,714	\$ 25,716	\$ 25,716	\$ -	\$ 27,259	\$ 1,543	
49	Landscape Miscellaneous	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 3,750	\$ 1,250	Higher in FY 22/23 due to entry sod/irrigation/declining material project. Cost of goods
50	Landscape-Mulch	\$ -	\$ 4,650	\$ 4,650	\$ -	\$ 6,975	\$ 2,325	Southern Oak estimates 100 cu yds
51	Contingency							
52	Miscellaneous Contingency	\$ 250	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	Maintained at same rate as year prior. Utilize for unforeseen expense.
53	Capitol Outlay	\$ 772	\$ 1,000	\$ 55,000	\$ 54,000	\$ 15,000	\$ (40,000)	Reduce capital outlay and only use for minor projects
54								
55	<b>Field Operations Subtotal</b>	<b>\$ 117,183</b>	<b>\$ 142,606</b>	<b>\$ 118,402</b>	<b>\$ (24,204)</b>	<b>\$ 86,676</b>	<b>\$ (31,726)</b>	
56								
57	<b>Contingency for County TRIM Notice</b>							
58								
59	<b>TOTAL EXPENDITURES</b>	<b>\$ 174,885</b>	<b>\$ 228,930</b>	<b>\$ 204,873</b>	<b>\$ (19,057)</b>	<b>\$ 173,578</b>	<b>\$ (31,295)</b>	
60								
61	<b>EXCESS OF REVENUES OVER</b>	<b>\$ (17,230)</b>	<b>\$ (44,508)</b>	<b>\$ -</b>	<b>\$ (39,508)</b>	<b>\$ -</b>	<b>\$ -</b>	

**Proposed Budget  
District  
Reserve Fund  
Fiscal Year 2022/2023**

Chart of Accounts Classification	Budget for 2022/2023
<b>REVENUES</b>	
Special Assessments	
Tax Roll*	\$ 25,000
<b>TOTAL REVENUES</b>	<b>\$ 25,000</b>
<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 25,000</b>
<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</i>	
<b>EXPENDITURES</b>	
hk	
Contingency	
Capital Reserves	\$ 25,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,000</b>
<b>EXCESS OF REVENUES OVER</b>	<b>\$ -</b>

**Highland Meadows Community Development District  
Debt Service  
Fiscal Year 2022/2023**

Chart of Accounts Classification	Series 2006	Budget for 2022/2023
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$87,983.65	\$87,983.65
<b>TOTAL REVENUES</b>	<b>\$87,983.65</b>	<b>\$87,983.65</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$87,983.65	\$87,983.65
<b>Administrative Subtotal</b>	<b>\$87,983.65</b>	<b>\$87,983.65</b>
<b>TOTAL EXPENDITURES</b>	<b>\$87,983.65</b>	<b>\$87,983.65</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>

Collection and Discount % applicable to the county: 7.0%

**Gross assessments** **\$ 94,606.08**

**Notes:**

Tax Roll County Collection Costs and Early Payment discount is 7% of Tax Roll.  
Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received.



**Highland Meadows Community Development District**

**FISCAL YEAR 2022/2023 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

<b>2022/2023 O&amp;M Budget</b>		\$198,577.96
<b>Polk County Collection Cost @</b>	<b>3%</b>	\$6,405.74
<b>Early Payment Discount @</b>	<b>4%</b>	\$8,540.99
<b>2022/2023 Total:</b>		<u>\$213,524.69</u>

<b>2021/2022 O&amp;M Budget</b>		\$137,009.00
<b>2022/2023 O&amp;M Budget</b>		<u>\$198,577.96</u>
<b>Total Difference:</b>		<b>\$61,568.96</b>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2022/2023	\$	%
<b>Debt Service - Single Family</b>	\$985.48	\$985.48	\$0.00	0.00%
<b>Operations/Maintenance - Single Family</b>	\$884.70	\$961.82	\$77.12	8.72%
<b>Total</b>	<b>\$1,870.18</b>	<b>\$1,947.30</b>	<b>\$77.12</b>	<b>4.12%</b>

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2022/2023 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$198,577.96
COLLECTION COSTS @	3.0%	\$6,405.74
EARLY PAYMENT DISCOUNT @	4.0%	<u>\$8,540.99</u>
TOTAL O&M ASSESSMENT		<u><u>\$213,524.69</u></u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&amp;M ASSESSMENT</u>			
	SERIES 2006		<u>EAU FACTOR</u>	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&amp;M BUDGET</u>
	<u>O&amp;M</u>	<u>DEBT SERVICE</u> <sup>(1) (2)</sup>				
SINGLE FAMILY 65'/70'	222	96	1.00	222.00	100.00%	\$213,524.69
	<u>222</u>	<u>96</u>		<u>222.00</u>	<u>100.00%</u>	<u><u>\$213,524.69</u></u>

<u>PER LOT ANNUAL ASSESSMENT</u>		
<u>O&amp;M</u>	<u>DEBT SERVICE</u> <sup>(3)</sup>	<u>TOTAL</u> <sup>(4)</sup>
\$961.82	\$985.48	\$1,947.30

LESS: Polk County Collection Costs (3%) and Early Payment Discounts (4%): (\$14,946.73)

**Net Revenue to be Collected** \$198,577.96

<sup>(1)</sup> Reflects 126 (one hundred twenty-six) Series 2006 prepayments.

<sup>(2)</sup> Reflects the number of total lots with Series 2006 debt outstanding.

<sup>(3)</sup> Annual debt service assessment per lot adopted in connection with the Series 2006 bond issue. Annual assessment includes principal, interest, Polk County collection costs and early payment discount costs.

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES

**Interest Earnings** The District may earn interest on its monies in the various operating accounts.

**Tax Roll** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

### EXPENDITURES - ADMINISTRATIVE

**Supervisor Fees** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with

Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management** □ The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer** □ The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report** □ The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees** □ The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll** □ The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

**Financial Revenue Collections** □ Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services** □ Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services** □ The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation** □ The District is required to calculate the interest earned from bond

proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.0068

**Public Officials Liability Insurance** The District will incur expenditures for public officials liability insurance for the Board and Staff.

**Legal Advertising** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Banks Fees** The District will incur bank service charges during the year.

**Dues, Licenses Fees** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

## **EXPENDITURES - FIELD OPERATIONS**

**Deputy Services** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

**Utility - Recreation Facility** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs Maintenance** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring Maintenance** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring Maintenance** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance** □ The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance** □ The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs** □ The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement** □ Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services** □ The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees** □ The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone** □ The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping** □ The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance** □ Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance** □ Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance** □ Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries** □ The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes** □ This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers Comp** □ Fees related to obtaining workers compensation insurance.

**Management Contract** □ The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair** □ The District may incur expenses to maintain its recreation facilities.

**Facility Supplies** □ The District may have facilities that required various supplies to operate.

**Gate Maintenance □ Repairs** □ Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet** □ The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies** □ The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Sanitorial Service** □ Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract** □ Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs** □ Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring □ Maintenance** □ The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense** □ Expenses which may not fit into a defined category in this section of the budget

**Athletic/Parade Court/Field Repairs** □ Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance** □ Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events** □ Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees** □ Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency** □ Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay** □ Monies collected and allocated for various projects as they relate to public improvements.



## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES

**Special Assessments** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

---

### EXPENDITURES ADMINISTRATIVE

**Bank Fees** The District may incur bank service charges during the year.

**Debt Service Obligation** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

**EXHIBIT B**

*Assessment Roll*

*Assessment roll is maintained in the District's official records and is available upon request. Certain exempt information may be redacted prior to release in compliance with Chapter 119, Florida Statutes*

## **Tab 4**

## RESOLUTION 2022-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2022/2023; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Highland Meadows Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Polk County, Florida ("**County**"); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2022, and ending September 30, 2023 ("**Fiscal Year 2022/2023**"), attached hereto as **Exhibit "A"**, and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2022/2023; and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Highland Meadows Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of August 2022.

ATTEST:

**HIGHLAND MEADOWS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll

**EXHIBIT A**  
Fiscal Year 2022/2023 Budget



Rizzetta & Company

# Higland Meadows Community Development District

<https://higlandmeadowscdd.org>

---

**Approved Proposed Budget for  
Fiscal Year 2022/2023**



## Table of Contents

	<u>Page</u>
<b>General Fund Budget for Fiscal Year 2022/2023</b>	<b>1</b>
<b>Reserve Fund Budget for Fiscal Year 2022/2023</b>	<b>2</b>
<b>Debt Service Fund Budget for Fiscal Year 2022/2023</b>	<b>3</b>
<b>Assessments Carts for Fiscal Year 2022/2023</b>	<b>4</b>
<b>General Fund Budget Account Category Descriptions Debt</b>	<b>6</b>
<b>Service Fund Budget Account Category Descriptions</b>	<b>12</b>

**Proposed Budget  
Highland Meadows Community Development District  
General Fund  
Fiscal Year 2022/2023**

	Chart of Accounts Classification	Actual YTD through 04/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 157,655	\$ 137,204	\$ 157,655	\$ (20,451)	\$ 173,578	\$ 15,923	
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 157,655</b>	<b>\$ 137,204</b>	<b>\$ 157,655</b>	<b>\$ (20,451)</b>	<b>\$ 173,578</b>	<b>\$ 15,923</b>	
8								
9	Balance Forward from Prior Year(s)	\$ -	\$ 47,218	\$ 47,218	\$ -	\$ -	\$ (47,218)	Remove Balance Forward
10								
11	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 157,655</b>	<b>\$ 184,422</b>	<b>\$ 204,873</b>	<b>\$ (20,451)</b>	<b>\$ 173,578</b>	<b>\$ (31,295)</b>	
12								
13	<b>EXPENDITURES - ADMINISTRATIVE</b>							
14								
15	Legislative							
16								
17	Supervisor Fees	\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	Assumes quarterly meeting schedule and addtl for special meeting as necessary.
18	Financial & Administrative							
19	Administrative Services	\$ 2,956	\$ 5,067	\$ 5,067	\$ (0)	\$ 5,067	\$ -	
20	District Management	\$ 8,465	\$ 14,511	\$ 14,511	\$ (0)	\$ 14,511	\$ -	
21	District Engineer	\$ 4,593	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	
22	Disclosure Report	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	\$ 2,400	\$ -	
23	Trustees Fees	\$ 3,457	\$ 3,457	\$ 3,500	\$ 43	\$ 3,500	\$ -	
24	Assessment Roll	\$ 5,250	\$ 5,250	\$ 5,250	\$ -	\$ 5,250	\$ -	
25	Financial & Revenue Collections	\$ 2,340	\$ 4,011	\$ 4,012	\$ 1	\$ 4,012	\$ -	
26	Accounting Services	\$ 7,698	\$ 13,197	\$ 13,196	\$ (1)	\$ 13,196	\$ -	
27	Auditing Services	\$ 3,229	\$ 3,229	\$ 3,200	\$ (29)	\$ 3,200	\$ -	Per agreement with Grau & Associates, FYE 22 \$3,200
28	Public Officials Liability Insurance	\$ 2,826	\$ 2,826	\$ 2,960	\$ 134	\$ 3,391	\$ 431	Per Egis projections for renewal.
29	Legal Advertising	\$ 1,893	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	
30	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	Due annually to the State.
31	Miscellaneous Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Reclass to Dues, Licenses and Fees
32	Website Hosting, Maintenance, Backup	\$ 1,853	\$ 4,200	\$ 4,200	\$ -	\$ 4,200	\$ -	Maintain at \$4,200 for FY 22/23
33	Legal Counsel							
34	District Counsel	\$ 7,567	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	Suggest maintaining at no less than 10K.
35								
36	<b>Administrative Subtotal</b>	<b>\$ 57,702</b>	<b>\$ 86,324</b>	<b>\$ 86,471</b>	<b>\$ 5,147</b>	<b>\$ 86,902</b>	<b>\$ 431</b>	
37								
38	<b>EXPENDITURES - FIELD OPERATIONS</b>							
39								
40	Electric Utility Services							
41	Utility Services	\$ 377	\$ 600	\$ 624	\$ 24	\$ 624	\$ -	Maintained at same rate as year prior
42	Street Lights	\$ 4,423	\$ 7,582	\$ 10,025	\$ 2,443	\$ 10,025	\$ -	
43	Water-Sewer Combination Services							
44	Utility Services	\$ 6,875	\$ 11,786	\$ 10,000	\$ (1,786)	\$ 12,375	\$ 2,375	Adjusted based on projections.
45	Other Physical Environment							
46	Property Insurance/General Liability	\$ 5,140	\$ 5,140	\$ 5,387	\$ 247	\$ 6,168	\$ 781	Per Egis projections for renewal. GL-\$3050 Property-\$3118
47	Entry & Walls Maintenance	\$ 81,632	\$ 81,632	\$ 2,500	\$ (79,132)	\$ 2,500	\$ -	Utilize for misc. entry & wall maint. Maintained at same rate.
48	Landscape Maintenance	\$ 17,714	\$ 25,716	\$ 25,716	\$ -	\$ 27,259	\$ 1,543	
49	Landscape Miscellaneous	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 3,750	\$ 1,250	Higher in FY 22/23 due to entry sod/irrigation/declining material project. Cost of goods
50	Landscape-Mulch	\$ -	\$ 4,650	\$ 4,650	\$ -	\$ 6,975	\$ 2,325	Southern Oak estimates 100 cu yds
51	Contingency							
52	Miscellaneous Contingency	\$ 250	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	Maintained at same rate as year prior. Utilize for unforeseen expense.
53	Capitol Outlay	\$ 772	\$ 1,000	\$ 55,000	\$ 54,000	\$ 15,000	\$ (40,000)	Reduce capital outlay and only use for minor projects
54								
55	<b>Field Operations Subtotal</b>	<b>\$ 117,183</b>	<b>\$ 142,606</b>	<b>\$ 118,402</b>	<b>\$ (24,204)</b>	<b>\$ 86,676</b>	<b>\$ (31,726)</b>	
56								
57	<b>Contingency for County TRIM Notice</b>							
58								
59	<b>TOTAL EXPENDITURES</b>	<b>\$ 174,885</b>	<b>\$ 228,930</b>	<b>\$ 204,873</b>	<b>\$ (19,057)</b>	<b>\$ 173,578</b>	<b>\$ (31,295)</b>	
60								
61	<b>EXCESS OF REVENUES OVER</b>	<b>\$ (17,230)</b>	<b>\$ (44,508)</b>	<b>\$ -</b>	<b>\$ (39,508)</b>	<b>\$ -</b>	<b>\$ -</b>	

**Proposed Budget  
District  
Reserve Fund  
Fiscal Year 2022/2023**

Chart of Accounts Classification	Budget for 2022/2023
<b>REVENUES</b>	
Special Assessments	
Tax Roll*	\$ 25,000
<b>TOTAL REVENUES</b>	<b>\$ 25,000</b>
<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 25,000</b>
<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</i>	
<b>EXPENDITURES</b>	
hk	
Contingency	
Capital Reserves	\$ 25,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,000</b>
<b>EXCESS OF REVENUES OVER</b>	<b>\$ -</b>

**Highland Meadows Community Development District  
Debt Service  
Fiscal Year 2022/2023**

Chart of Accounts Classification	Series 2006	Budget for 2022/2023
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$87,983.65	\$87,983.65
<b>TOTAL REVENUES</b>	<b>\$87,983.65</b>	<b>\$87,983.65</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$87,983.65	\$87,983.65
<b>Administrative Subtotal</b>	<b>\$87,983.65</b>	<b>\$87,983.65</b>
<b>TOTAL EXPENDITURES</b>	<b>\$87,983.65</b>	<b>\$87,983.65</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>

Collection and Discount % applicable to the county: 7.0%

**Gross assessments** **\$ 94,606.08**

**Notes:**

Tax Roll County Collection Costs and Early Payment discount is 7% of Tax Roll.  
Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received.

**Highland Meadows Community Development District**

**FISCAL YEAR 2022/2023 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

<b>2022/2023 O&amp;M Budget</b>		\$198,577.96
<b>Polk County Collection Cost @</b>	<b>3%</b>	\$6,405.74
<b>Early Payment Discount @</b>	<b>4%</b>	\$8,540.99
<b>2022/2023 Total:</b>		<u>\$213,524.69</u>

<b>2021/2022 O&amp;M Budget</b>		\$137,009.00
<b>2022/2023 O&amp;M Budget</b>		<u>\$198,577.96</u>
<b>Total Difference:</b>		<b>\$61,568.96</b>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2022/2023	\$	%
<b>Debt Service - Single Family</b>	\$985.48	\$985.48	\$0.00	0.00%
<b>Operations/Maintenance - Single Family</b>	\$884.70	\$961.82	\$77.12	8.72%
<b>Total</b>	<b>\$1,870.18</b>	<b>\$1,947.30</b>	<b>\$77.12</b>	<b>4.12%</b>

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2022/2023 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$198,577.96
COLLECTION COSTS @	3.0%	\$6,405.74
EARLY PAYMENT DISCOUNT @	4.0%	<u>\$8,540.99</u>
TOTAL O&M ASSESSMENT		<u><u>\$213,524.69</u></u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&amp;M ASSESSMENT</u>			
	SERIES 2006		<u>EAU FACTOR</u>	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&amp;M BUDGET</u>
	<u>O&amp;M</u>	<u>DEBT SERVICE</u> <sup>(1) (2)</sup>				
SINGLE FAMILY 65'/70'	222	96	1.00	222.00	100.00%	\$213,524.69
	<u>222</u>	<u>96</u>		<u>222.00</u>	<u>100.00%</u>	<u><u>\$213,524.69</u></u>

<u>PER LOT ANNUAL ASSESSMENT</u>		
<u>O&amp;M</u>	<u>DEBT SERVICE</u> <sup>(3)</sup>	<u>TOTAL</u> <sup>(4)</sup>
\$961.82	\$985.48	\$1,947.30

LESS: Polk County Collection Costs (3%) and Early Payment Discounts (4%): (\$14,946.73)

**Net Revenue to be Collected** \$198,577.96

<sup>(1)</sup> Reflects 126 (one hundred twenty-six) Series 2006 prepayments.

<sup>(2)</sup> Reflects the number of total lots with Series 2006 debt outstanding.

<sup>(3)</sup> Annual debt service assessment per lot adopted in connection with the Series 2006 bond issue. Annual assessment includes principal, interest, Polk County collection costs and early payment discount costs.

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES

**Interest Earnings** The District may earn interest on its monies in the various operating accounts.

**Tax Roll** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

### EXPENDITURES - ADMINISTRATIVE

**Supervisor Fees** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with

Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management** □ The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer** □ The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report** □ The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees** □ The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll** □ The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

**Financial Revenue Collections** □ Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services** □ Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services** □ The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation** □ The District is required to calculate the interest earned from bond



proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.0068

**Public Officials Liability Insurance** The District will incur expenditures for public officials liability insurance for the Board and Staff.

**Legal Advertising** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Banks Fees** The District will incur bank service charges during the year.

**Dues, Licenses Fees** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

## **EXPENDITURES - FIELD OPERATIONS**

**Deputy Services** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

**Utility - Recreation Facility** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs Maintenance** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring Maintenance** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring Maintenance** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance** □ The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance** □ The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs** □ The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement** □ Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services** □ The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees** □ The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone** □ The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping** □ The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance** □ Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance** □ Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance** □ Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries** □ The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes** □ This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers Comp** □ Fees related to obtaining workers compensation insurance.

**Management Contract** □ The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair** □ The District may incur expenses to maintain its recreation facilities.

**Facility Supplies** □ The District may have facilities that required various supplies to operate.

**Gate Maintenance □ Repairs** □ Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, □a□, Internet** □ The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies** □ The District may have an office in its facilities which require various office related supplies.

**Club□ouse - □acility □anitorial Service** □ Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract** □ Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs** □ Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring □ Maintenance** □ The District may wish to install a security system for the clubhouse

**Club□ouse Miscellaneous Expense** □ Expenses which may not fit into a defined category in this section of the budget

**At□letic/Par□ Court/□ield Repairs** □ Expense related to any facilities such as tennis, basketball etc.

**Trail/Bi□e Pat□ Maintenance** □ Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events** □ Expenses related to functions such as holiday events for the public en□oyment

**Miscellaneous □ees** □ Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency** □ Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay** □ Monies collected and allocated for various pro□ects as they relate to public improvements.

## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES

**Special Assessments** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

### EXPENDITURES ADMINISTRATIVE

**Bank Fees** The District may incur bank service charges during the year.

**Debt Service Obligation** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

**EXHIBIT B**

*Assessment Roll*

*Assessment roll is maintained in the District's official records and is available upon request. Certain exempt information may be redacted prior to release in compliance with Chapter 119, Florida Statutes*

## **Tab 5**

**RESOLUTION 2022-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2022-2023; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Highland Meadows Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within the City of Davenport, Florida; and

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

**WHEREAS**, the Board desires to adopt the Fiscal Year 2022-2023 annual meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The Fiscal Year 2022-2023 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of August, 2022.

ATTEST:

**HIGHLAND MEADOWS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Fiscal Year 2021-2022 Annual Meeting Schedule



**Exhibit A**

**BOARD OF SUPERVISORS MEETING DATES  
HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2022-2023**

The Board of Supervisors of the Highland Meadows Community Development District will hold their regular meetings for Fiscal Year 2021-2022 at **City Hall 1 South Allapaha Avenue Davenport, FL 33837**, at 2:00 p.m., unless otherwise indicated as follows:

November 15, 2022  
April 18, 2023  
June 20, 2023  
August 15, 2023

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Rizzetta & Company, Inc., 8529 South Park Circle, Suite 330, Orlando, Florida 32819, or by calling (407) 472-2471.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, 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.

District Manager

## **Tab 6**

**FOURTH ADDENDUM TO THE CONTRACT FOR  
PROFESSIONAL DISTRICT SERVICES**

---

This Fourth Addendum to the Contract for Professional District Services (this “**Addendum**”) is made and entered into as of the 1<sup>st</sup> day of October, 2022 (the “**Effective Date**”), by and between **Higland Meadows Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Polk County, Florida (the “**District**”), and **Rietta Company, Inc.**, a Florida corporation (the “**Consultant**”).

**RECITALS**

**WHEREAS**, the District and the Consultant entered into the Contract for Professional District Services dated October 1, 2018 (the “**Contract**”), incorporated by reference herein and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

*(Remainder of this page is left blank intentionally)*

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY** □

**RIZZETTA COMPANY, INC.**

B □: \_\_\_\_\_  
PRINTED NAME: William J. Rizzetta  
TITLE: President  
DATE: \_\_\_\_\_

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**

B □: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
TITLE: Chairman/Vice Chairman  
DATE: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Vice Chairman/Assistant Secretary  
Board of Supervisors

\_\_\_\_\_  
Print name

**Exhibit B – Schedule of Fees**

**EXHIBIT B**  
Schedule of Fees

<b>STANDARD ON-GOING SERVICES</b>		
Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:		
	<b>MONTHLY</b>	<b>ANNUALLY</b>
Management:	\$1,257.58	\$15,091
Administrative:	\$439.17	\$5,270
Accounting:	\$1,143.67	\$13,724
Financial & Revenue Collections:	\$347.67	\$4,172
Assessment Roll		\$5,460
<b>Total Standard On-Going Services</b>	<b>\$3,188.08</b>	<b>\$43,717</b>

Assessment Roll is paid in one lump-sum after the roll is completed October

<b>ADDITIONAL SERVICES □</b>	<b>□FREQUENCY</b>	<b>RATE</b>
Extended and Continued Meetings	Hourly	\$ 175
Additional Meetings □includes meeting prep, attendance and drafting of minutes□	Hourly	\$ 175
Estoppel Requests □billed to requestor□		
One Lot □on tax roll□	Per Occurrence	\$ 100
Two□ Lots □on tax roll□	Per Occurrence	\$ 125
One Lot □direct billed by the District□	Per Occurrence	\$ 100
Two–Five Lots □direct billed by the District□	Per Occurrence	\$ 150
Six-□ine Lots □direct billed by the District□	Per Occurrence	\$ 200
Ten□ Lots □direct billed by the District□	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two□ Lots	Per Occurrence	□pon Request
Short Term Bond Debt Payoff Requests & Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen□ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	□pon Request
True-□p Analysis/Report	Per Occurrence	□pon Request
Re-Financing Analysis	Per Occurrence	□pon Request
Bond Validation Testimony	Per Occurrence	□pon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	□pon Request
Electronic communications/E-blasts	Per Occurrence	□pon Request
Special Information Requests	Hourly	□pon Request
Amendment to District Boundary	Hourly	□pon Request
Grant Applications	Hourly	□pon Request
Escrow Agent	Hourly	□pon Request
Continuing Disclosure/Representative/Agent	Annually	□pon Request
Community Mailings	Per Occurrence	□pon Request
Response to Extensive Public Records Requests	Hourly	□pon Request
Litigation Support Services	Hourly	□pon Request

**PUBLIC RECORDS REQUESTS □EES□**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>□JOB TITLE□</b>	<b>HOURLY RATE:</b>
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

# **STAFF REPORTS**

# District Counsel



# District Engineer

# District Manager

**Audience Comments  
And  
Supervisor Requests**

# ADJOURNMENT