

**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 special meeting of the Board of Supervisors of the Highland Meadows Community Development District was held on **Monday, August 21<sup>st</sup>, 2023, at 1:00 p.m.** located at the **Tom Fellows Community Center, located at 207 North Blvd. W., Davenport, FL 33837.**

Present and constituting a quorum:

Cindy Chenowith	<b>Board Supervisor, Chairperson</b>
Eric Chenowith	<b>Board Supervisor, Assistant Secretary</b>
Ralph Martinez	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Scott Brizendine	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Brian Mendes	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Rey Malave	<b>District Engineer, Dewberry</b>
Meredith Hammock	<b>District Counsel, Kilinski I Van Wyk</b>
Audience	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Brizendine called the meeting to order and confirmed a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public commented.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Special Meeting held on June 12, 2023**

Mr. Brizendine presented the meeting minutes of the board of supervisors special meeting held on June 12, 2023 and asked if any changes were requested. No changes were requested.

On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' Special Meeting held on August 21<sup>st</sup>, 2023, as presented, for the Highland Meadows Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for May,  
June, and July 2023**

Mr. Brizendine presented the Operation and Maintenance Expenditures for May, June, and July 2023 and asked if the board had any questions. It was stated that an invoice for Southern Oaks was named incorrectly for billing purposes.

On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for May 2023 (\$11,871.46), June 2023 (\$7,361.86) and July 2023 (\$24,406.72), for the Highland Meadows Community Development District.

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year 2023-2024  
Final Budget**

Mr. Brizendine called for a motion to open the Public Hearing on the Fiscal Year 2023-2024 Final Budget.

On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors opened the Public Hearing on the Fiscal Year 2023-2024 Final Budget, for the Highland Meadows Community Development District.

No members of the public commented.

Mr. Brizendine called for a motion to close the Public Hearing on the Fiscal Year 2023-2024 Final Budget.

On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2023-2024 Final Budget, for the Highland Meadows Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04,  
Adopting Fiscal Year 2023-2024 Budget**

Mr. Brizendine presented Resolution 2023-04 and asked if the board had any questions. There were none.

On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors approved Resolution 2023-04, Adopting Fiscal Year 2023-2024 Budget, for the Highland Meadows Community Development District.

---

---

**SEVENTH ORDER OF BUSINESS**

**Public Hearing on Special Assessments**

Mr. Brizendine called for a motion to open the Public Hearing on Special Assessments.

On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors opened the Public Hearing on Special Assessments, for the Highland Meadows Community Development District.

No members of the public commented.

Mr. Brizendine called for a motion to close the Public Hearing on Special Assessments.

On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors closed the Public Hearing on Special Assessments, for the Highland Meadows Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05,  
Levying Assessments to Fund 2023-  
2024 Budget and Certifying the  
Assessment**

Mr. Brizendine presented Resolution 2023-05 and asked the board if they had any questions. There were none.

On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors approved Resolution 2023-05; Levying Assessments to Fund 2023-2024 Budget and Certifying the Assessment, for the Highland Meadows Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-06,  
Designating the Meeting Schedule for  
Fiscal Year 2023-2024**

Mr. Brizendine presented Resolution 2023-06 and asked the board if they request any changes. The board requested this resolution be tabled for next meeting. The board requested they would like to move meetings to Fridays and requested a Special Meeting be held on September 15<sup>th</sup> from 2:00 p.m. to 4:00 p.m.

On Motion, Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors approved Board of Supervisors Special Meeting to take place September 15<sup>th</sup> from 2:00 p.m. to 4:00 p.m., for the Highland Meadows Community Development District.

---

---

**TENTH ORDER OF BUSINESS**

**Consideration of Addendum to Rizzetta & Company, Inc. District Management Agreement**

Mr. Brizendine presented the Addendum to Rizzetta & Company, Inc. District Management Agreement and asked if there were any questions. The Addendum to Rizzetta & Company, Inc. District Management Agreement was not considered by the Board.

A Member of the audience voiced her need to have district engineer inspect their property again. District management will work closely with the member to resolve her situation.

The Board motions to terminate Rizzetta (60 day notice) and the final day will be October 20<sup>th</sup>, 2023.

On Motion by Mr. Chenowith, seconded by Mr. Martinez, with all in favor, the Board of Supervisors approved sixty-day termination of Rizzetta, for the Highland Meadows Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration Proposal for Roadway Light Features**

Mr. Brizendine presented the proposal for Roadway Light Features and asked if there were any questions. The board declined the proposal.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
A motion for the chair to work with counsel on legal issues is being discussed.

On Motion, Mr. Chenowith, seconded by Mr. Martinez, with all in favor, the Board of Supervisors approved motion for the chair of the board to work with counsel on legal issues, for the Highland Meadows Community Development District.

- B. District Engineer  
No Report.

- C. District Manager  
1. Sign Repairs

Mr. Brizendine touched on the crooked signs on Courtand Drive and Highland Meadow Ave and stated that district management is working to resolve the issue.

2. Landscape Update

Mr. Brizendine stated that district management has gathered proposals from Prince & Sons and Yellow Stone.

**THIRTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

There were no Supervisor or audience requests put forward.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Chenowith, seconded by Mr. Martinez, with all in favor, the Board of Supervisors adjourned the meeting at 2:11 p.m. for the Highland Meadows Community Development District.

  
Assistant Secretary

  
Chairperson/Vice Chairperson