

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 **Friday, September 15th, 2023, at 2:00 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	Board Supervisor, Chairperson
Eric Chenowith	Board Supervisor, Assistant Secretary
Ralph Martinez	Board Supervisor, Assistant Secretary
Robert Williams	Board Supervisor, Vice Chairman

Also present were:

Brian Mendes	District Manager, Rizzetta & Company, Inc.
Rey Malave	District Engineer, Dewberry
Meredith Hammock	District Counsel, Kilinski I Van Wyk
New DM Personnel	New District Management, GMS
Audience	Not Present

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

No members of the public commented.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the Board
of Supervisors' Special Meeting held on
August 21, 2023**

Mr. Mendes presented the meeting minutes of the board of supervisors meeting held on August 21, 2023 and asked if any changes were requested. No changes were requested.

**HIGHLAND MEADOWS
COMMUNITY DEVELOPMENT DISTRICT
September 15th, 2023 - Minutes of Meeting
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48 On Motion by Mr. Chenowith, seconded by Mr. Martinez, with all in favor, the Board of
49 Supervisors approved the minutes of the Board of Supervisors' Meeting held on August
50 21st, 2023, as presented, for the Highland Meadows Community Development District.

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52 **FOURTH ORDER OF BUSINESS**

**Consideration of Operation and
Maintenance Expenditures for August
2023**

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56 Mr. Mendes presented the Operation and Maintenance Expenditures for August 2023
57 and asked if the board had any questions. There were none.
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59 On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of
60 Supervisors ratified the Operations and Maintenance Expenditures for August 2023
61 (\$11,829.48) for the Highland Meadows Community Development District.

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63 **FIFTH ORDER OF BUSINESS**

**Discussion of Management Company
Transition**

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66 *Agenda item was not remarked on.*
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68 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-06,
Setting Fiscal Year 2023/2024 Meeting
Schedule**

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72 Ms. Hammock presented Resolution 2023-06 and asked if the board had any
73 questions. Ms. Hammock also expressed the counsel's conflict with the current
74 proposed meeting date. The new meetings dates agreed upon by the board and
75 counsel are 2:00 pm on November 17th, April 19th, June 21st, and August 23rd. It is
76 stated to the board that the proposed budget is covered in April 2024.
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78 On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of
79 Supervisors approved Resolution 2023-06, Setting Fiscal Year 2023/2024 Meeting
80 Schedule, for the Highland Meadows Community Development District.

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82 **SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07,
Appointing District Manager and Fixing
Compensation**

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86 Ms. Hammock presented Resolution 2023-07, and asked if the board had any
87 questions. There were none.
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89 On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of
90 Supervisors approved Resolution 2023-07, Appointing District Manager and Fixing
91 Compensation, for the Highland Meadows Community Development District.
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95 **EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08,
Designating Officers**

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98 Ms. Hammock presented Resolution 2023-08 and asked the board if they had any
99 questions. There were none. It was stated to the board that October 20th, is the last
100 transition day for new district management.
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102 On Motion by Ms. Chenowith, seconded by Mr. Martinez, with all in favor, the Board of
103 Supervisors approved Resolution 2023-08; Designating Officers, for the Highland Meadows
104 Community Development District.

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106 **NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-09,
Designating Bank Signatories**

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109 Ms. Hammock presented Resolution 2023-09 and asked the board if they had any
110 questions. There were none.
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112 On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of
113 Supervisors approved Resolution 2023-09, Designating Bank Signatories, for the Highland
114 Meadows Community Development District.

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118 **TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-10,
Designating a Registered Agent and
Registered Office**

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122 Ms. Hammock presented Resolution 2023-10 and asked the board if they had any
123 questions. There were none.
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125 On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of
126 Supervisors approved Resolution 2023-10, Designating a Registered Agent and Registered
127 Office, for the Highland Meadows Community Development District.

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129 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-11,
Designating Primary Administrative
Office and Headquarters**

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133 Ms. Hammock presented Resolution 2023-11 and asked the board if they had any
134 questions. There were none.
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136 On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of
137 Supervisors approved in substa Resolution 2023-11, Designating Primary Administrative
138 Office and Headquarters, for the Highland Meadows Community Development District.
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TWELFTH ORDER OF BUSINESS **Consideration of Landscape Proposal**

Mr. Mendes presented the proposal to the board and asked if there were any questions. The board requested this proposal be tabled until the transition.

THIRTEENTH ORDER OF BUSINESS **Staff Reports**


- A. District Counsel
Counsel presented a lawsuit resolution to the board of supervisors. The board questioned counsel on what the expenses were for handling this.
- B. District Engineer
Mr. Malave reported to counsel on the resident issue from last months meeting. Mr. Malave discussed part of the erosion issue claimed by the resident is self-inflicted. The board requested that counsel send a letter to the resident
- C. District Manager
No report.

FOURTEENTH ORDER OF BUSINESS **Audience Comments and Supervisor Requests**

There were no Supervisor or audience requests put forward.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

On a Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors adjourned the meeting at 2:33 p.m. for the Highland Meadows Community Development District.


Assistant Secretary


Chairperson/Vice Chairperson