

***Highland Meadows  
Community Development District***

***Agenda***

***May 3, 2024***

# AGENDA

# *Highland Meadows*

## *Community Development District*

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219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

April 26, 2024

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

Dear Board Members:

A meeting of the Board of Supervisors of the **Highland Meadows Community Development District** will be held **Friday, May 3, 2024, at 9:30 AM** at the **Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, FL 33850.**

Those members of the public wishing to attend the meeting can do so using the information below:

**Zoom Video Link:** <https://us06web.zoom.us/j/82402673493>

**Call-In Information:** 1-646-931-3860 Meeting ID: 824 0267 3493

Following is the advance agenda for the meeting:

#### **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of November 17, 2023 Audit Committee Meeting
4. Review of Proposals and Tally of Audit Committee Members Rankings
  - A. Grau & Associates
  - B. Dibartolomeo, McBee, Hartley & Barnes
5. Adjournment

#### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period
3. Organizational Matters
  - A. Acceptance of Resignation of Supervisor Williams, Seat 1

- B. Appointment of Individual to Fulfill Vacancy with Term Ending November 2026
  - C. Administration of Oath of Office to Newly Appointed Supervisor
  - D. Consideration of Resolution 2024-02 Electing Officers
4. Approval of Minutes of the November 17, 2023 and December 8, 2023, Board of Supervisors Meetings
  5. Consideration of Resolution 2024-03 Approving the Fiscal Year 2025 Proposed Budget and Setting a Public Hearing to Approve Budget
  6. Consideration of Resolution 2024-04 Related to the General Election and Qualifying Period Procedures
  7. Consideration of Resolution 2024-05 Appointing Assistant Treasurer & Assistant Secretaries
  8. Consideration of Resolution 2024-06 Updating Local Bank Account Signatories
  9. Consideration of Resolution 2024-07 Establishing Account with the State Board Administration
  10. Ratification of Contract Agreement with Polk County Property Appraiser
  11. Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award Number 1 Ranked Firm
  12. Staff Reports
    - A. Attorney
    - B. Engineer
    - C. Field Manager's Report
      - i. Consideration of Landscape Enhancement Proposals from Prince & Sons
    - D. District Manager's Report
      - i. Action Items
      - ii. Approval of Check Register
      - iii. Balance Sheet and Income Statement
      - iv. Presentation of Registered Voters- 373
  13. Other Business
  14. Supervisors Requests
  15. Adjournment

# AUDIT COMMITTEE MEETING

# MINUTES

**MINUTES OF MEETING  
HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT DISTRICT**

The audit committee meeting of the Board of Supervisors of the Highland Meadows Community Development District was held on Friday, **November 17, 2023**, at 3:30 p.m. at the Tom Fellows Community Center, 207 North Blvd. West, Davenport, Florida.

Present were:

Cindy Chenowith	Chairman
Robert Williams	Vice Chair
Eric Chenowith	Assistant Secretary
Headley Oliver <i>by Zoom</i>	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Monica Virgen	District Manager, GMS
Marshall Tindall	Field Services Manager, GMS
Joel Blanco	Field Services Manager, GMS
Residents	

*The following is a summary of the discussions and actions taken at the November 17, 2023 Highland Meadows Community Development District's Audit Committee Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order and stated that three committee members were in attendance in person, constituting a quorum, and another committee member participated via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams noted there were no public comments at this time.

**THIRD ORDER OF BUSINESS**

**Audit Services for Fiscal Year 2024**

**A. Approval of Request for Proposals and Selection Criteria**

Ms. Adams stated they were looking for audit proposals for 2024 and will ask for 5 years pricing. She reviewed the selection criteria and evaluation that would be approved by the committee. Discussion included the ability to measure the agencies. Ms. Adams explained these proposals asked for each agency to provide evidence of the criteria established.

*\*Mr. Oliver left the meeting and was not included in the motion.*

**B. Approval of Notice of Request for Proposals for Audit Services**

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Request for Proposals and the Selection Criteria and Approving the Notice of Request for Proposals for Audit Services, was approved.

**C. Public Announcement of Opportunity to Provide Audit Services**

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the meeting was adjourned.

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

\_\_\_\_\_  
Chairman/Vice Chairman



# SECTION IV

**Highland Meadows CDD Auditor Selection**

	<b>Ability of Personnel (20 pts)</b>	<b>Proposer's Experience (20 pts)</b>	<b>Understanding of Scope of Work (20 pts)</b>	<b>Ability to Furnish the Required Services (20 pts)</b>	<b>Price (20 pts)</b>	<b>Total Points Earned</b>	<b>Ranking (1 being highest)</b>
<b>Grau &amp; Associates</b>				2024- \$3,200 2025- \$3,300 2026- \$3,400 2027- \$3,500 2028- \$3,600			
<b>DMHB</b>				2024- \$3,150 2025- \$3,200 2026- \$3,350 2027- \$3,400 2028- \$3,600			

# SECTION A



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Proposal to Provide Financial Auditing Services:

**HIGHLAND MEADOWS**  
COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: April 1, 2024  
5:00PM

**Submitted to:**

Highland Meadows  
Community Development District  
c/o District Manager  
219 East Livingston Street  
Orlando, Florida 32801

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**Submitted by:**

Antonio J. Grau, Partner  
Grau & Associates  
951 Yamato Road, Suite 280  
Boca Raton, Florida 33431

**Tel** (561) 994-9299  
(800) 229-4728

**Fax** (561) 994-5823

[tgrau@graucpa.com](mailto:tgrau@graucpa.com)

[www.graucpa.com](http://www.graucpa.com)



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# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

April 1, 2024

Highland Meadows Community Development District  
c/o District Manager  
219 East Livingston Street  
Orlando, Florida 32801

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2024, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Highland Meadows Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

## Why Grau & Associates:

### Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

### Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

### Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

### Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

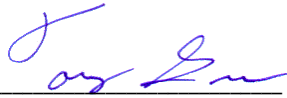
### **Complying With Standards**

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA ([tgrau@graucpa.com](mailto:tgrau@graucpa.com)) or David Caplivski, CPA ([dcaplivski@graucpa.com](mailto:dcaplivski@graucpa.com)) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,  
Grau & Associates



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Antonio J. Grau

# Firm Qualifications



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

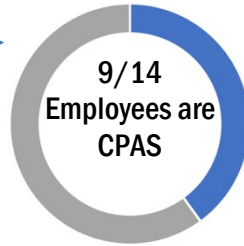


# Grau's Focus and Experience

## Our Team



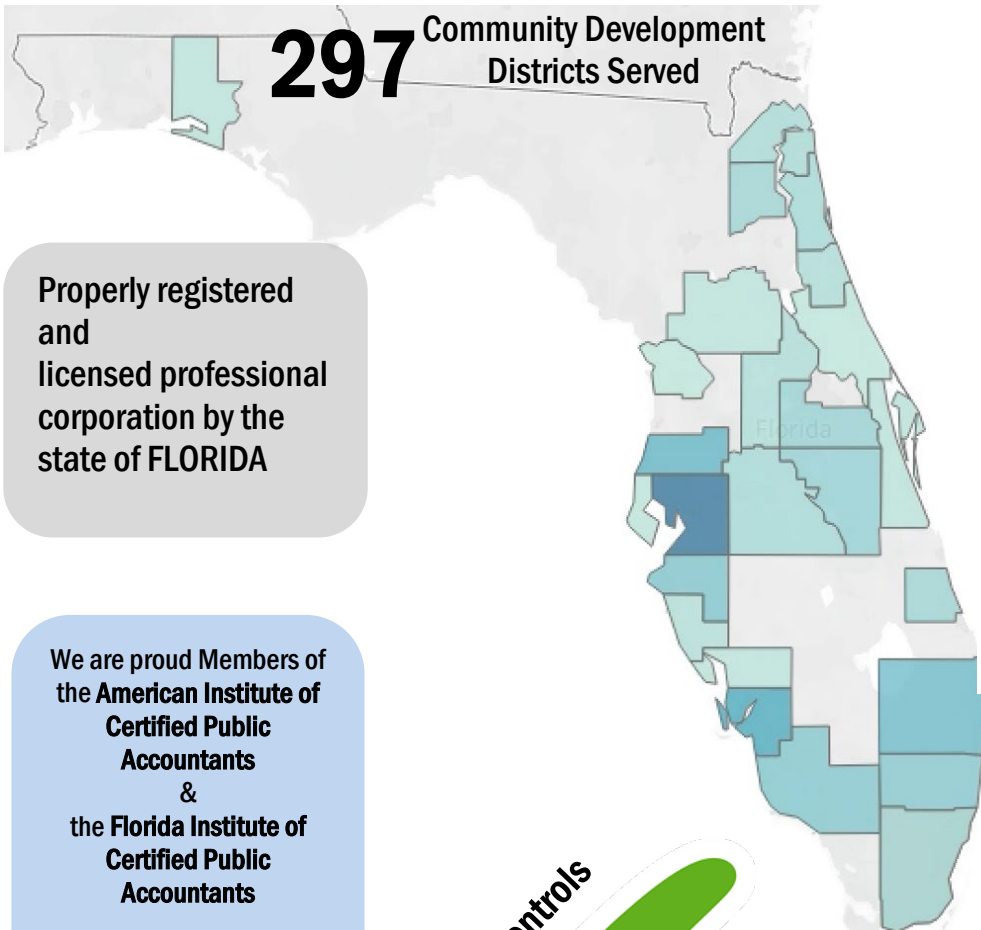
**3** Partners  
**11** Professional Staff  
**2** Administrative Professionals



# 2005

Year founded

## Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

**Quality Controls**

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



Florida Institute of Certified Public Accountants

**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

**March 17, 2023**

**Antonio Grau**  
**Grau & Associates**  
951 Yamato Rd Ste 280  
Boca Raton, FL 33431-1809

**Dear Antonio Grau:**

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

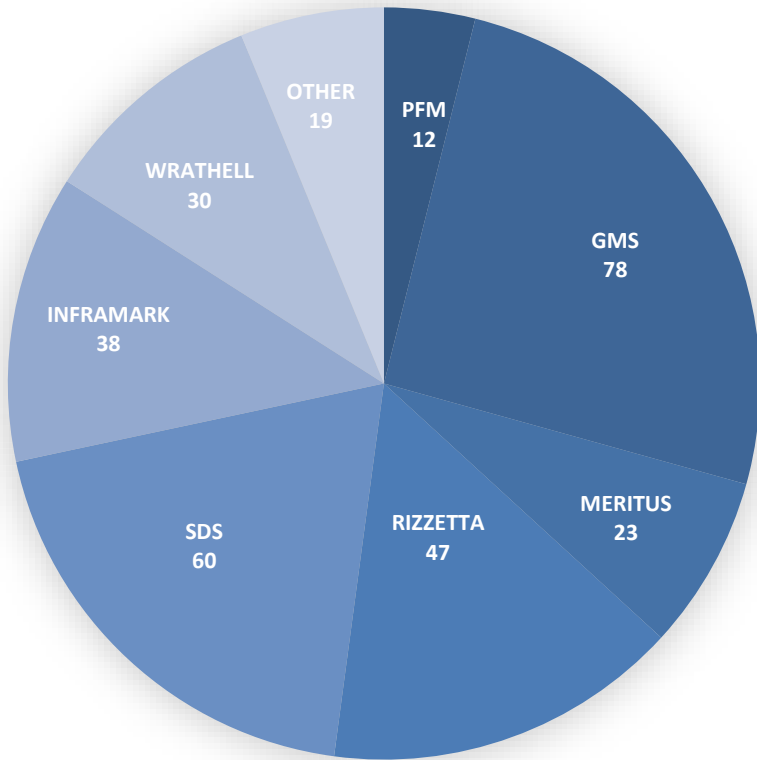
119 S Monroe Street, Suite 121 | Tallahassee, FL 32301 | 850.224.2727, in Florida | [www.ficpa.org](http://www.ficpa.org)

# Firm & Staff Experience



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



### *Profile Briefs:*

**Antonio J GRAU, CPA (Partner)**

*Years Performing Audits: 35+  
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 56 hours  
Professional Memberships: AICPA, FICPA, FGFOA, GFOA*

**David Caplivski, CPA (Partner)**

*Years Performing Audits: 13+  
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 64 hours  
Professional Memberships: AICPA, FICPA, FGFOA, FASD*

“Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process.”

- Tony Grau

“Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization.”

- David Caplivski

# YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

The Certified Information Technology Professional (CITP) Partner will bring a unique blend of IT expertise and understanding of accounting principles to the financial statement audit of the District.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



# Antonio 'Tony' J. Grau, CPA

## Partner

Contact: [tgrau@graucpa.com](mailto:tgrau@graucpa.com) | (561) 939-6672

### Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

### Education

University of South Florida (1983)  
Bachelor of Arts  
Business Administration

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### Clients Served (partial list)

(>300) Various Special Districts, including:

- |  |  |
|--|--|
| Bayside Improvement Community Development District   | St. Lucie West Services District                 |
| Dunes Community Development District                 | Ave Maria Stewardship Community District         |
| Fishhawk Community Development District (I,II,IV)    | Rivers Edge II Community Development District    |
| Grand Bay at Doral Community Development District    | Bartram Park Community Development District      |
| Heritage Harbor North Community Development District | Bay Laurel Center Community Development District |
|  |  |
| Boca Raton Airport Authority                         |  |
| Greater Naples Fire Rescue District                  |  |
| Key Largo Wastewater Treatment District              |  |
| Lake Worth Drainage District                         |  |
| South Indian River Water Control                     |  |

### Professional Associations/Memberships

American Institute of Certified Public Accountants    Florida Government Finance Officers Association  
Florida Institute of Certified Public Accountants    Government Finance Officers Association Member  
City of Boca Raton Financial Advisory Board Member

### Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	<u>56</u>
Total Hours	<u>80</u> (includes of 4 hours of Ethics CPE)





**David Caplivski, CPA/CITP, Partner**  
 Contact : [dcaplivski@graucpa.com](mailto:dcaplivski@graucpa.com) / 561-939-6676

**Experience**

Grau & Associates	Partner	2021-Present
Grau & Associates	Manager	2014-2020
Grau & Associates	Senior Auditor	2013-2014
Grau & Associates	Staff Auditor	2010-2013

**Education**

Florida Atlantic University (2009)  
 Master of Accounting  
 Nova Southeastern University (2002)  
 Bachelor of Science  
 Environmental Studies

**Certifications and Certificates**

Certified Public Accountant (2011)  
 AICPA Certified Information Technology Professional (2018)  
 AICPA Accreditation COSO Internal Control Certificate (2022)

**Clients Served (partial list)**

(>300) Various Special Districts	Hispanic Human Resource Council
Aid to Victims of Domestic Abuse	Loxahatchee Groves Water Control District
Boca Raton Airport Authority	Old Plantation Water Control District
Broward Education Foundation	Pinetree Water Control District
CareerSource Brevard	San Carlos Park Fire & Rescue Retirement Plan
CareerSource Central Florida 403 (b) Plan	South Indian River Water Control District
City of Lauderhill GERS	South Trail Fire Protection & Rescue District
City of Parkland Police Pension Fund	Town of Haverhill
City of Sunrise GERS	Town of Hypoluxo
Coquina Water Control District	Town of Hillsboro Beach
Central County Water Control District	Town of Lantana
City of Miami (program specific audits)	Town of Lauderdale By-The-Sea Volunteer Fire Pension
City of West Park	Town of Pembroke Park
Coquina Water Control District	Village of Wellington
East Central Regional Wastewater Treatment Fac.	Village of Golf
East Naples Fire Control & Rescue District	

**Professional Education (over the last two years)**

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	64
Total Hours	<u>88</u> (includes 4 hours of Ethics CPE)

**Professional Associations**

*Member, American Institute of Certified Public Accountants*  
*Member, Florida Institute of Certified Public Accountants*  
*Member, Florida Government Finance Officers Association*  
*Member, Florida Association of Special Districts*

# References



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS



We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

## Dunes Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 1998
<b>Client Contact</b>	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

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## Two Creeks Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2007
<b>Client Contact</b>	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

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## Journey's End Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2004
<b>Client Contact</b>	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

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# **Specific Audit Approach**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# **AUDIT APPROACH**

## **Grau's Understanding of Work Product / Scope of Services:**

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

## **Proposed segmentation of the engagement**

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



### **Phase I - Preliminary Planning**

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

#### **During this phase we will perform the following activities:**

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

## Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

## Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

### **Communications**

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

# Cost of Services



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2024-2028 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2024	\$3,200
2025	\$3,300
2026	\$3,400
2027	\$3,500
2028	<u>\$3,600</u>
<b>TOTAL (2024-2028)</b>	<b><u>\$17,000</u></b>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

# Supplemental Information



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS



## PARTIAL LIST OF CLIENTS

<b>SPECIAL DISTRICTS</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
<b>TOTAL</b>	<b>333</b>	<b>5</b>	<b>3</b>	<b>328</b>	

# **ADDITIONAL SERVICES**

## **CONSULTING / MANAGEMENT ADVISORY SERVICES**

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

## **ARBITRAGE**

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

**73**

Current  
Arbitrage  
Calculations

**We look forward to providing **Highland Meadows Community Development District** with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates  
please visit us on [www.graucpa.com](http://www.graucpa.com).**

# SECTION B

# Highland Meadows Community Development District

Proposer

**DiBartolomeo, McBee, Hartley & Barnes, P.A.**  
**Certified Public Accountants**

**2222 Colonial Road, Suite 200**  
**Fort Pierce, Florida 34950**  
**(772) 461-8833**

**591 SE Port St. Lucie Boulevard**  
**Port Saint Lucie, Florida 34984**  
**(772) 878-1952**

**Contact:**

**Jim Hartley, CPA**  
**Principal**

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Highland Meadows  
Community Development District  
Audit Selection Committee

Dear Committee Members:

We are pleased to have this opportunity to present the qualifications of DiBartolomeo, McBee, Hartley & Barnes, P.A. (DMHB) to serve as Highland Meadows Community Development District's independent auditors. The audit is a significant engagement demanding various professional resources, governmental knowledge and expertise, and, most importantly, experience serving Florida local governments. DMHB understands the services required and is committed to performing these services within the required time frame. We have the staff available to complete this engagement in a timely fashion. We audit several entities across the State making it feasible to schedule and provide services at the required locations.

***Proven Track Record***— Our clients know our people and the quality of our work. We have always been responsive, met deadlines, and been willing to go the extra mile with the objective of providing significant value to mitigate the cost of the audit. This proven track record of successfully working together to serve governmental clients will enhance the quality of services we provide.

***Experience***—DMHB has a history of providing quality professional services to an impressive list of public sector clients in Florida. We currently serve a large number of public sector entities in Florida, including cities, villages, special districts, as well as a large number of community development districts. Our firm has performed in excess of 100 community development district audits. In addition, our senior management team members have between 25 and 35 years experience in serving Florida governments. DMHB is a recognized leader in providing services to governmental and non-profit agencies within the State of Florida. Through our experience in performing audits, we have been able to increase our audit efficiency and therefore reduce cost. We have continually passed this cost saving on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with audit standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up to date on all changes that are occurring within the industry.

2222 Colonial Road, Suite 200 • Fort Pierce, Florida 34950 • 772-461-8833 • Fax: 772-461-8872  
591 S.E. Port St. Lucie Blvd., • Port St. Lucie, Florida 34984 • 772-878-1952 • Fax: 772-878-1709

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Member AICPA Division for CPA Firms  
Private Company Practice Section

Member AICPA

[WWW.DMHBPCPA.NET](http://WWW.DMHBPCPA.NET)

***Timeliness*** – In order to meet the Districts needs, we will perform interim internal control testing from unaudited preliminary general ledgers provided. We will also review all minutes and subsequent needs related to the review of the minutes. Follow up review will be completed as necessary **in order to meet the required deadlines**.

***Communication and Knowledge Sharing***— Another driving force behind our service approach is frequent, candid and open communication with management with no surprises. During the course of the audit, we will communicate with management on a regular basis to provide you with a status report on the audit and to discuss any issues that arise, potential management letter comments, or potential audit differences.

In the accompanying proposal, you will find additional information upon which you can evaluate DMHB's qualifications. Our full team is in place and waiting to serve you. Please contact us at 2222 Colonial Road, Suite 200 Fort Pierce, FL 34950. Our phone number is (772) 461-8833. We look forward to further discussion on how our team can work together with you.

Very truly yours,

A handwritten signature in black ink that reads "DiBartolomeo, McBee, Hartley & Barnes". The signature is written in a cursive, flowing style.

DiBartolomeo, McBee, Hartley & Barnes, P.A.

## PROFESSIONAL QUALIFICATIONS

DiBartolomeo, McBee, Hartley & Barnes, P.A. is a local public accounting firm with offices in the cities of Fort Pierce and Port St. Lucie. The firm was formed in 1982.

### ➤ *Professional Staff Resources*

Our services will be delivered through personnel in both our Port St. Lucie and Ft. Pierce offices, located at 591 S.E. Port St. Lucie Blvd., Port St. Lucie, FL 34984 and 2222 Colonial Road, Suite 200, Fort Pierce, Florida 34950, respectively. DMHB has a total of 19 professional staff including 9 with extensive experience serving governmental entities.

<b>Professional Staff Classification</b>	<b>Number of Professionals</b>
Partner	4
Managers	2
Senior	2
Staff	11
	19

DiBartolomeo, McBee, Hartley & Barnes provides a variety of accounting, auditing, tax litigation support, estate planning, and consulting services. Some of the governmental, non-profit accounting, auditing and advisory services currently provided to clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under the OMB A-133 audit criteria
- Issuance of Comfort Letters, consent letters, and parity certificates in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews
- Assisting in compiling historical financial data for first-time and subsequent submissions for the GFOA Certificate of Achievement for Excellence in Financial Reporting



## PROFESSIONAL QUALIFICATIONS (CONTINUED)

### ➤ *Professional Staff Resources (Continued)*

- Audits of franchise fees received from outside franchisees
- Preparation of annual reports to the State Department of Banking and Finance
- Audits of Internal Controls – Governmental Special Project
- Assistance with Implementation of current GASB pronouncements

### ➤ *Current and Near Future Workload*

In order to better serve and provide timely and informative financial data, we have comprised an experienced audit team. Our present and future workloads will permit the proposed audit team to perform these audits within the time schedule required and meet all deadlines.

### ➤ *Identification of Audit Team*

The team is composed of people who are experienced, professional, and creative. They fully understand your business and will provide you with reliable opinions. In addition, they will make a point to maintain ongoing dialogue with each other and management about the status of our services.

The auditing firm you select is only as good as the people who serve you. We are extremely proud of the outstanding team we have assembled for your engagement. Our team brings many years of relevant experience coupled with the technical skill, knowledge, authority, dedication, and most of all, the commitment you need to meet your government reporting obligations and the challenges that will result from the changing accounting standards.

A flow chart of the audit team and brief resumes detailing individual team members' experience in each of the relevant areas follow.

**Jim Hartley, CPA** – Engagement Partner (resume attached)  
Will assist in the field as main contact

**Jay McBee, CPA** – Technical Reviewer (resume attached)

**Theresa Goldstein** - Senior (resume attached)

Staff – TBA

# **Jim Hartley**

*Partner – DiBartolomeo, McBee, Hartley & Barnes*

## **Experience and Training**

Jim has over 25 years of public accounting experience and would serve as the engagement partner. His experience and training include:

- 25 years of non-profit and governmental experience.
- Specializing in serving entities ranging from Government to Associations and Special District audits.
- Has performed audits and advisory services for a variety of public sector entities.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 120 hours of CPE credits over the past 3 years.

## **Recent Engagements**

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Jim has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Jim currently provides internal audit and consulting services to governmental entities and non-profit agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Jim provides auditing services to the Fort Pierce Utilities Authority, St. Lucie County Fire District, City of Port St. Lucie, Tradition CDD #1 – 10, Southern Groves CDD #1-6, Multiple CDD audits, Town of St. Lucie Village, Town of Sewall’s Point, Town of Jupiter Island along with several other entities, including Condo and Homeowner Associations.

## **Education and Registrations**

- Bachelor of Science in Accounting – Sterling College.
- Certified Public Accountant

## **Professional Affiliations**

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

## **Volunteer Service**

- Treasurer & Executive Board - St. Lucie County Chamber of Commerce
- Budget Advisory Board - St. Lucie County School District
- Past Treasurer - Exchange Club for Prevention of Child Abuse & Exchange Foundation Board
- Board of Directors – State Division of Juvenile Justice

## **Jay L. McBee**

*Partner – DiBartolomeo, McBee, Hartley & Barnes*

### **Experience and Training**

Jay has over 35 years of public accounting experience and would serve as the technical reviewer on the audit. His experience and training include:

- 35 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, special districts, and school districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Has extensive experience in performing pension audits.
- Experienced in developing and maintaining the GFOA Certificate of Achievement.
- 120 Hours of relevant government CPE credits over the past 3 years.
- Experience in municipal bond and other governmental-financing options and offerings.

### **Recent Engagements**

Has provided auditing services on local governmental entities including towns, villages, cities, counties, special district and community development districts. Jay has assisted with financial preparation, system implementation, and a variety of government services to a wide range of governmental entities. Jay currently provides auditing services to the City of Port St. Lucie, City of Okeechobee Pension Trust Funds, St. Lucie County Fire District Pension funds, along with several other non-profit and governmental entities.

### **Education and Registrations**

- Bachelor of Science in Accounting and Quantitative Business Management – West Virginia University.
- Certified Public Accountant

### **Professional Affiliations**

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

### **Volunteer Service**

- Member of the St. Lucie County Citizens Budget Committee
- Finance committee for the First United Methodist Church
- Treasurer of Boys & Girls Club of St. Lucie County

## **Theresa Goldstein**

*Supervisor – DiBartolomeo, McBee, Hartley & Barnes*

### **Experience and training**

Theresa has over 15 years of public accounting experience and would serve as the supervisor for the Constitutional Officers. Her experience and training include:

- 15 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, towns and special districts.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 100 hours of relevant government CPE credits over the past 3 years.

### **Recent Engagements**

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Theresa has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Theresa currently provides internal audit and consulting services to multiple agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Engagements include City of Port St. Lucie, St. Lucie County Fire District, Town of Sewall’s Point, Town of Jupiter Island, Multiple CDD audits, Tradition CDD #1-10, Southern Groves CDD #1-6 and Town of St. Lucie Village.

### **Education and Registrations**

- Bachelor of Science in Finance – University of Central Florida
- Masters of Business Administration with concentration in Accounting – Bryant College

### **Professional Affiliations**

- Associate Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

## PROFESSIONAL QUALIFICATIONS (CONTINUED)

### ➤ *Governmental Audit Experience*

DiBartolomeo, McBee, Hartley & Barnes, P.A., through its principals and members, has provided continuous in-depth professional accounting, auditing, and consulting services to local government units, nonprofit organizations, and commercial clients. Our professionals have developed considerable expertise in performing governmental audits and single audits and in preparing governmental financial statements in conformance with continually evolving GASB pronouncements, statements, and interpretations. All of the public sector entities we serve annually are required to be in accordance with GASB pronouncements and government auditing standards. We currently perform several Federal and State single audits in compliance with OMB Circular A-133 and under the Florida Single Audit Act. Our professionals are also experienced in assisting their clients with preparing Comprehensive Annual Financial Reports (GFOA).

All work performed by our firm is closely supervised by experienced certified public accountants. Only our most seasoned CPA's perform consulting services. Some of the professional accounting, auditing, and management consulting services currently provided to our local governmental clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under OMB A-133 audit criteria and the Florida Single Audit Act
- Assisting in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement of Excellence in Financial Reporting
- Audits of franchise fees received from outside franchisees
- Assistance with Implementation of GASB-34
- Internal audit functions
- Fixed assets review and updating cost/depreciation allocations and methods

## ADDITIONAL DATA

### ➤ *Procedures for Ensuring Quality Control & Confidentiality*

Quality control in any CPA firm can never be taken for granted. It requires a continuing commitment to professional excellence. DiBartolomeo, McBee, Hartley & Barnes is formally dedicated to that commitment.

In an effort to continue to maintain the standards of working excellence required by our firm, DiBartolomeo, McBee, Hartley & Barnes, P.A. joined the Quality Review Program of the American Institute of Certified Public Accountants. To be a participating member firm, a firm must obtain an independent compliance review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements. The scope of peer review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence
- Assignment of professional personnel to engagements
- Consultation on technical matters
- Supervision of engagement personnel
- Hiring and employment of personnel
- Professional development
- Advancement
- Acceptance and continuance of clients
- Inspection and review system

### ➤ *Independence*

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, independent auditors must exercise utmost care in the performance of their duties.

Our firm has provided continuous certified public accounting services in the government sector for 31 years, and we are independent of the Community Development Districts as defined by the following rules, regulations, and standards:

## ADDITIONAL DATA (CONTINUED)

### ➤ *Independence (Continued)*

- Au Section 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants
- ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants
- Chapter 21A-21, Florida Administrative Code
- Section 473.315, Florida Statutes
- Government Auditing Standards, issued by the Comptroller General of the United States

### ➤ *Computer Auditing Capabilities*

DiBartolomeo, McBee, Hartley & Barnes' strong computer capabilities as demonstrated by our progressive approach to computer auditing and extensive use of microcomputers. Jay McBee is the MIS partner for DMHB. Jay has extensive experience in auditing and evaluating various computer systems and would provide these services in this engagement.

We view the computer operation as an integral part of its accounting systems. We would evaluate the computer control environment to:

- Understand the computer control environment's effect on internal controls
- Conclude on whether aspects of the environment require special audit attention
- Make preliminary determination of comments for inclusion in our management letter

*This evaluation includes:*

- System hardware and software
- Organization and administration
- Access

## Contracts of Similar Nature within References

Client	Years	Annual Audit In Accordance With GAAS	Engagement Partner	Incl. Utility Audit/ Consulting	GFOA Cert.	GASB 34 Implementation & Assistance	Total Hours
St. Lucie County Fire District Karen Russell, Clerk-Treasurer (772)462-2300	1984 - Current	√	<b>Jim Hartley</b>			√	<b>250-300</b>
City of Fort Pierce Johnna Morris, Finance Director (772)-460-2200	2005-current	√	<b>Mark Barnes</b>		√	√	<b>800</b>
Fort Pierce Utilities Authority Nina Hurtubise, Finance Director (772)-466-1600	2005-current	√	<b>Jim Hartley</b>	√	√	√	<b>600</b>
Town of Jupiter Island Mike Ventura (772)-545-0104	2010		<b>Jim Hartley</b>	√			<b>200</b>
Town of Sewall's Point Pamela Walker (772) 287-2455	2010	√	<b>Jim Hartley</b>			√	<b>225</b>
Town of St. Lucie Village Diane Robertson, Town Clerk (772) 595-0663	1999 – current	√	<b>Jim Hartley</b>			√	<b>100</b>
City of Okeechobee Pension Trust Funds Marita Rice, Supervisor of Finance (863)763-9460	1998 – current	√	<b>Jay McBee</b>				<b>60</b>
St. Lucie County Fire District 175 Pension Trust Fund Chris Bushman , Captain (772) 462-2300	1990 – current	√	<b>Jay McBee</b>				<b>60</b>
Tradition Community Development District 1-10 Alan Mishlove ,District Finance Manager (407)382-3256	2002 - current	√	<b>Jim Hartley</b>			√	<b>350</b>
Union Park Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Deer Island Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Park Creek Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Waterleaf Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>



## TECHNICAL APPROACH

**a. *An Express Agreement to Meet or Exceed the Performance Specifications.***

1. The audit will be conducted in compliance with the following requirements:
  - a. Rules of the Auditor General for form and content of governmental audits
  - b. Regulations of the State Department of Banking and Finance
  - c. Audits of State and Local Governmental Units-American Institute of Certified Public Accountants.
2. The audit report shall contain the opinion of the auditor in reference to all financial statements, and an opinion reflecting compliance with applicable legal provisions.
3. We will also provide the required copies of the audit report, the management letter, any related reports on internal control weaknesses and one copy of the adjusting journal entries and financial work papers.
4. The auditor shall, at no additional charge, make all related work papers available to any Federal or State agency upon request in accordance with Federal and State Laws and Regulations.
5. We will work in cooperation with the District, its underwriters and bond council in regard to any bond issues that may occur during the term of the contract.
6. The financial statements shall be prepared in conformity with Governmental Accounting Standards Board Statement Number 34, 63 and 65.

We will commit to issuing the audit for each Fiscal year by June 1<sup>st</sup> of the following year. In order to ensure this we will perform interim internal control testing as required by January 31<sup>st</sup> from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1<sup>st</sup>. We will also review all minutes and subsequent needs related to the review of the minutes by January 30<sup>th</sup>. Follow up review will be completed as necessary. Our goal is to provide timely financial reporting, any deadlines imposed by the district will be considered in order to accommodate.

***b. A Tentative Schedule for Performing the Key phases of the Audit***

<b>Audit Phase and Tasks</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>
<b><i>I. Planning Phase:</i></b>							
Meetings and discussions with Highland Meadows Community Development District personnel regarding operating, accounting and reporting matters			[Shaded bar]				
Discuss management expectations, strategies and objectives			[Shaded bar]				
Review operations			[Shaded bar]				
Develop engagement plan			[Shaded bar]				
Study and evaluate internal controls			[Shaded bar]				
Conduct preliminary analytical review			[Shaded bar]				
<b><i>II. Detailed Audit Phase:</i></b>							
Conduct final risk assessment			[Shaded bar]				
Finalize audit approach plan			[Shaded bar]				
Perform substantive tests of account balances			[Shaded bar]				
Perform single audit procedures (if applicable)			[Shaded bar]				
Perform statutory compliance testing		[Shaded bar]					
<b><i>III. Closing Phase:</i></b>							
Review subsequent events, contingencies and commitments			[Shaded bar]				
Complete audit work and obtain management representations			[Shaded bar]				
Review proposed audit adjustments with client			[Shaded bar]				
<b><i>IV. Reporting Phase:</i></b>							
Review or assist in preparation of financial statement for Highland Meadows Community Development District			[Shaded bar]				
Prepare management letter and other special reports			[Shaded bar]				
Exit conference with Highland Meadows Ranch Community Development District officials and management			[Shaded bar]				
Delivery of final reports			[Shaded bar]				

**b. SPECIFIC AUDIT APPROACH**

**Our partners are not strangers who show up for an entrance conference and an exit conference.** We have developed an audit plan that allows the partners to directly supervise our staff in the field. By assigning two partners to the audit, we will have a partner on-site for a significant portion of the fieldwork. This also gives the District an additional contact individual for questions or problems that may arise during the audit.

The scope of our services will include a financial, as well as, a compliance audit of the District's financial statements. Our audit will be conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit will be conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local government entity audits performed in the State of Florida.

Our audit approach places emphasis on the accounting information system and how the data is recorded, rather than solely on the verification of numbers on a financial statement. This approach enables us to:

- Maximize our understanding of the District's operating environment
- Minimize time required conducting the audit since we start with broad considerations and narrow to specific audit objectives in critical areas

Our audit approach consists of four phases encompassing our audit process:

- Planning Phase
- Detailed Audit Phase
- Closing Phase
- Reporting

**Planning Phase**

**Meetings and Expectations:**

Our first step in this phase will be to set up a planning meeting with the financial and operating management of Highland Meadows Community Development District. Our goal here is to eliminate "surprises." By meeting with responsible officials early on we can discuss significant accounting policies, closing procedures and timetables, planned timing of our audit procedures and expectations of our work. This will also be the starting point for our discussions with management related to *SAS No. 99-Consideration of Fraud in a Financial Statement Audit*. Inquiries will be made regarding managements knowledge of fraud and on management's views regarding the risk of fraud.

## **Review Operations and Develop Engagement Plan**

It is critical that we understand the District's operating environment. To do this we will obtain and review such items as, organizational charts, recent financial statements, budget information, major contracts and lease agreements. We will also gather other information necessary to increase our understanding of the District's operations, organization, and internal control.

## **Study and Evaluate Internal Control**

As part of general planning, we will obtain an understanding and assessment of the District's control environment. This assessment involves a review of management's operating style, written internal control procedures, and the District's accounting system. The assessment is necessary to determine if we can rely on control procedures and thus reduce the extent of substantive testing.

We then test compliance with established control procedures by ascertaining that the significant strengths within the system are functioning as described to us. Generally, transactions are selected and reviewed in sufficient detail to permit us to formulate conclusions regarding compliance with control procedures and the extent of operation compliance with pertinent laws and regulations. This involves gaining an understanding of the District's procedures, laws and regulations, and testing systems for compliance by examining contracts, invoices, bid procedures, and other documents. After testing controls, we then evaluate the results of those tests and decide whether we can rely on controls and thus reduce other audit procedures.

## **Conduct Preliminary Analytical Review**

Also during the planning stage, we undertake analytical procedures that aid us in focusing our energies in the right direction. We call these analytical reviews.

A properly designed analytical review can be a very effective audit procedure in audits of governmental units. Analytical reviews consist of more than just a comparison of current-year actual results to prior-year actual results. Very effective analytical review techniques include trend analysis covering a number of years and comparisons of information not maintained totally within the financial accounting system, such as per capita information, prevailing market interest rates, housing statistics, etc.

Some examples of effective analytical reviews performed together and/or individually include:

- Comparison of current-year actual results with current-year budget for the current and past years with investigation of significant differences and/or trends
- Trend analysis of the percentage of current-year revenues to current-year rates for the current and previous years with investigation of significant changes in the collection percentage
- Trend analysis of the percentage of expenditures by function for the current and previous years with investigation of significant changes in percentages by department
- Monthly analysis of receipts compared to prior years to detect trends that may have audit implications

Conclusions reached enable us to determine the nature, timing and extent of other substantive procedures.

## Detailed Audit Phase

### **Conduct Final Risk Assessment and Prepare Audit Programs**

Risk assessment requires evaluating the likelihood of errors occurring that could have a material affect on the financial statements being audited. The conclusions we reach are based on many evaluations of internal control, systems, accounts, and transactions that occur throughout the audit. After evaluating the results of our tests of control and our final risk assessment we can develop detailed audit programs.

### **Perform Substantive Tests of Account Balances**

These tests are designed to provide reasonable assurance as to the validity of the information produced by the accounting system. Substantive tests involve such things as examining invoices supporting payments, confirmation of balances with independent parties, analytical review procedures, and physical inspection of assets. All significant accounts will be subjected to substantive procedures. Substantive tests provide direct evidence of the completeness, accuracy, and validity of data.

### **Perform Single Audit Procedures (if applicable)**

During the planning phase of the audit we will request and review schedules of expenditures of federal awards and state financial assistance. These schedules will be the basis for our determination of the specific programs we will test.

In documenting our understanding of the internal control system for the financial statement audit, we will identify control activities that impact major federal and state programs as well. This will allow us to test certain controls for the financial audit and the single audit concurrently. We will then perform additional tests of controls for each federal and state program selected for testing. We will then evaluate the results of the test of controls to determine the nature, timing and extent of substantive testing necessary to determine compliance with major program requirements.

## **Perform Statutory Compliance Testing**

We have developed audit programs for Highland Meadows Community Development District designed to test Florida Statutes as required by the Auditor General. These programs include test procedures such as general inquiries, confirmation from third parties, and examination of specific documents.

### **Closing Phase**

During the closing phase we perform detail work paper reviews, request legal letters, review subsequent events and proposed audit adjustments. Communication with the client is critical in this phase to ensure that the information necessary to prepare financial statements in conformity with accounting principles generally accepted in the United States has been obtained.

### **Reporting Phase**

#### **Financial Statement Preparation**

As a local firm, we spend a considerable amount of time on financial statement preparation and support. With this in mind, we can assist in certain portions of the preparation of financial statements or simply review a draft of financials prepared by your staff. We let you determine our level of involvement.

#### **Management Letters**

*We want to help you solve problems before they become major.*

Our management letters go beyond citing possible deficiencies in the District's internal control structures. They identify opportunities for increasing revenues, decreasing costs, improving management information, protecting assets and improving operational efficiency.

The diversity of experience of our personnel and their independent and objective viewpoints make the comments, observations, and conclusions presented in our management letters a valuable source of information. We have provided positive solution-oriented objective recommendations to our governmental clients regarding investments, accounting accuracy, data processing, revenue bonds, payroll, utility billing, purchasing, budgeting, risk management, and internal auditing.

This review ensures the integrity of the factual data in the management letter but does not influence or impair our independence.

#### **Exit Conferences and Delivery of Reports**

We anticipate meeting with appropriate District personnel in February and issuing the final required reports by the May meeting of each year.

**PROPOSED AUDIT FEE**

DiBartolomeo, McBee, Hartley & Barnes P.A. will perform the annual audit of Highland Meadows Community Development District for the five years as follows:

September 30, 2024	\$3,150
September 30, 2025	\$3,200
September 30, 2026	\$3,350
September 30, 2027	\$3,400
September 30, 2028	\$3,600

In years of new debt issuance fees may be adjusted based on review with management.

**BOARD OF SUPERVISORS  
MEETING**



# SECTION III

# SECTION A

**From:** Tricia Adams tadams@gmscfl.com  
**Subject:** Fwd: Resignation  
**Date:** March 11, 2024 at 2:43 PM  
**To:** Brittany Brookes bbrookes@gmscfl.com  
**Cc:** Meredith Hammock meredith@cddlawyers.com

---

----- Forwarded message -----

**From:** Robert Williams <[bobbywdot1@gmail.com](mailto:bobbywdot1@gmail.com)>  
**Date:** Mon, Mar 11, 2024 at 11:31 AM  
**Subject:** Re: Resignation  
**To:** Tricia Adams <[tadams@gmscfl.com](mailto:tadams@gmscfl.com)>

No need for any discussion at this time. I appreciate the information.

I Robert Williams hereby resign from my seat on the Highland Meadows CDD board of supervisors, effective immediately.

On Mon, Mar 11, 2024 at 10:07 Tricia Adams <[tadams@gmscfl.com](mailto:tadams@gmscfl.com)> wrote:

# SECTION D

**RESOLUTION 2024-02**

**A RESOLUTION ELECTING THE OFFICERS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT, CITY OF DAVENPORT, FLORIDA.**

**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

**WHEREAS**, the Board of Supervisors of the District (“Board”) desires to elect the Officers of the District.

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

**SECTION 1.** The following persons are elected to the offices shown:

- Chairperson \_\_\_\_\_
- Vice Chairperson \_\_\_\_\_
- Secretary Jill Burns
- Assistant Secretary \_\_\_\_\_
- Assistant Secretary \_\_\_\_\_
- Assistant Secretary \_\_\_\_\_
- Assistant Secretary Tricia Adams
- Treasurer George Flint
- Assistant Treasurer/ Assistant Secretary Patti Powers
- Assistant Treasurer/ Assistant Secretary Rich Hans
- Assistant Treasurer Katie Costa
- Assistant Treasurer Darrin Mossing

**PASSED AND ADOPTED** this 3rd day of May 2024.

ATTEST:

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**

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

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

# MINUTES

**MINUTES OF MEETING  
HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Highland Meadows Community Development District was held on Friday, **November 17, 2023**, at 2:00 p.m. at the Tom Fellows Community Center, 207 North Blvd. West, Davenport, Florida.

Present and constituting a quorum:

Cindy Chenowith	Chairman
Robert Williams	Vice Chair
Eric Chenowith	Assistant Secretary
Headley Oliver <i>joined late by Zoom</i>	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Monica Virgen	District Manager, GMS
Rey Malave <i>by Zoom</i>	District Engineer
Chace Arrington <i>by Zoom</i>	District Engineer
Marshall Tindall	Field Services Manager, GMS
Joel Blanco	Field Services Manager, GMS
Meredith Hammock	District Attorney
Residents	

*The following is a summary of the discussions and actions taken at the November 17, 2023, Highland Meadows Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order and stated that four Board members were in attendance, with three present in person, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams noted there was a question on new construction regarding the property boundary and improvement considered and installation of a landscaping border and irrigation.

Discussion ensued on clean-up of the area and to readdress the issue. Another question on broken irrigation sprinkler near Lot 313.

Ms. Adams stated GMS has taken over District Management and Field Services as well and they are investigating common area landscaping and irrigation. She asked for concerns to be reported to their office and the contact information was given to the HOA Manager.

*\*Board member Mr. Oliver joined the meeting via Zoom at this time.*

**THIRD ORDER OF BUSINESS**

**Acceptance of Minutes of the September 15, 2023, Board of Supervisors Meeting**

Ms. Adams asked for any corrections on the September 15, 2023, Board of Supervisors meeting minutes. The Board had no changes to the minutes.

On MOTION by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Minutes of the September 15, 2023, Board of Supervisors Meetings, was approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Grau & Associates Fiscal Year 2023 Audit Engagement Letter**

Ms. Adams stated this letter is for Grau & Associates to perform the 2023 audit. She reviewed the requirements due by June 30<sup>th</sup>. She noted the fee for the audit for fiscal year 2023 is \$3,400. She recommended approval.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Grau & Associates Fiscal Year 2023 Audit Engagement Letter, was approved.

**FIFTH ORDER OF BUSINESS**

**Appointment of Audit Committee**

Ms. Adams stated audit proposals were required and she reviewed the process for selecting an auditor. She noted that typically the Board is appointed as the Audit Committee Board. She recommended the Board of Supervisors be appointed as the Audit Committee.

On MOTION by Ms. Chenowith, seconded by Mr. Williams, with all in favor, Appointing the Board of Supervisors as the Audit Committee, was approved.



**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock reviewed a complaint that was filed against the District, and she noted it was refiled. She added District counsel had filed their response on behalf of the District to have the refiled complaint dismissed and the plaintiff has until the 21<sup>st</sup> to file a response. There has been nothing received at this time.

She reminded the Board of the required ethics training to start January 1, 2024. She reviewed the four hours and availability of modules that will be available.

She reviewed a letter to the resident on erosion issues and noted it will go out next week.

Board questioned the action plans, and it was noted they will be discussed under the District Manager's Report.

**B. Engineer**

**i. Consideration of Dewberry Work Authorization 2024-1**

Mr. Malave reviewed the work order authorization from Dewberry and the new rates. The Board had a question and asked about a percentage increase. He explained that Mr. Arrington was who did most of the work and a lesser rate.

On MOTION by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Dewberry Work Authorization 2024-01, was ratified.
--

Mr. Arrington presented the issue of the erosion with the resident on Highland Meadows Lane. He noted the resident has put in mulch on the sides of the storm ponds. It was noted she was causing the erosion, but she has installed nothing on the CDD side. Discussion ensued on the letter to be sent by the attorney, the private property matters and the resident decision to take any action. It was noted there is no CDD action, however, the field staff will respond as needed. Mr. Chenowith noted this issue will come up again. The bridge structure was reviewed, and no change was noted.

**C. Field Manager's Report**

Mr. Blanco presented the Field Manager's Report to include the site reviews, landscape reviews, sidewalk reviews, and storm drain reviews, to develop a plan of action. He noted concerns with a lot of vegetation, overgrown grasses, and areas as hazards. He added much of clean-up has been completed, some are still in progress,

**i. Consideration of Landscape Proposals** (*provided under separate cover*)

Mr. Blanco presented the landscaping proposals from Prince and Sons, and Weber. The annual increase and other costs were discussed. Ms. Adams reviewed the history with Prince and Sons and the current landscape budget of \$30,366 and a miscellaneous landscaping for \$3,500 and mulch refresh for \$4,650 annually. She added the current service provider was Southern Oaks and requires a 30-day termination. She discussed the agreement that is developed by the district attorney and Prince and Sons is familiar with that contract.

Invoices for field staff was discussed. It was noted that Southern Oaks was to clean out the stormwater outfall structures, and GMS is now doing it. Reimbursements from Southern Oaks was discussed. Ms. Hammock commented on funds for services not rendered and explained the process as directed by the Board to draft a letter to send to Southern Oaks.

*\*Mr. Oliver left the meeting at 3:06 and was not included in the motion below.*

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, to Have District Counsel Draft a Letter for Recoupment of Funds for Stormwater Maintenance from Southern Oaks, Sending a 30-Day Termination Letter to Southern Oaks, and Providing the Contract to Prince and Sons as the New Landscape Service Provider. as approved.
--

Further discussion topics included the standard inspections schedules, lighting for marquees, key transfer, other maintenance issues and services. Mr. Marshall was able to obtain references for the vendors and will share at the next meeting.

**ii. Consideration of Proposals to Repair Perimeter Wall**

**A. Signature Privacy Walls of Florida**

**B. Midstate Drainage & Structural Repair**

Ms. Adams reviewed the protocol on accidents caused by driver, the drivers' insurance

pays for all repairs. This case was a result of a high-speed chase, and the driver had no insurance. She explained the district could pursue but legal cost would be incurred. She noted there is a deductible of \$2,500 for repairs. She added they have filed a claim with the District's insurance provider.

Mr. Blanco presented the three proposals for repairs. He added GMS could do stucco and painting. Discussion ensued on GMS costs, proposal costs, claims filed on insurance, insurance reviews and evaluation of the wall, insurance review has reviewed photographs, but no authorization has been given, and the concerns with costs and lack of information for making a decision on the repair. It was noted the size and scope of the work needs to be identified. Ms. Adams reviewed the scope and services of the work provided on the proposals submitted by Mr. Smith. Other discussion items were structure of the wall, reinforcement of rebar, specifics on the foundation condition, variance of the proposal costs, and the options for Board. The urgency of the decision was discussed.

After discussion the Board decided to continue the meeting and defer the decision to get additional information and additional quotes. The continued meeting will be December 8, 2023, at 2:00 p.m.

#### **D. District Manager's Report**

##### **i. Action Items**

Ms. Adams presented the action items list to include the fiscal year 2024 meeting schedule and confirmation of the times, locations and notices, landscape proposals, records maintenance and repository, inspection of records, electronic records, transition of management on October 20<sup>th</sup>, insurance provider, website transition, mail correspondence, and other transition items. Notices of meetings and other required notices were discussed. Ms. Adams offered to send notices to the HOA and ask for them to distribute.

##### **ii. Approval of Check Register**

Ms. Adams presented the check register as compiled for 2023 from the transition, for September 1 – September 30, 2023, for a total of \$21,762.67. She noted the detailed summary immediately follows. She asked for a motion of approval.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Check Register, was approved.

**iii. Balance Sheet and Income Statement**

Ms. Adams presented the unaudited financials. This is for Fiscal Year 2023 and is presented for informational purposes only, so no Board action was required. She explained the process for reserve funds, general funds, debt service funds, fees, invoices, interest, savings, overview of statement, and the status of when GMS took over as District Manager for the District.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the meeting was continued to December 8, 2023, at 2:00 p.m., was approved.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

**MINUTES OF MEETING  
HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT DISTRICT**

The continued meeting of the Board of Supervisors of the Highland Meadows Community Development District was held on Friday, **December 8, 2023**, at 2:00 p.m. at the Lake Alfred Public Library, 245 N. Seminole Ave, Lake Alfred, Florida.

Present and constituting a quorum:

Cindy Chenowith	Chairman
Robert Williams	Vice Chair
Eric Chenowith	Assistant Secretary
Ralph Martinez	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Rey Malave	District Engineer (on Zoom)
Chace Arrington	District Engineer (on Zoom)
Joel Blanco	Field Services Manager, GMS

*The following is a summary of the discussions and actions taken at the December 8, 2023 Highland Meadows Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order and stated four Board members were in attendance, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams noted that no members of the public were present nor were any members attending on Zoom to provide comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2024-01 Use of Electronic Signatures**

Ms. Adams stated that approval of this Resolution authorizes the use of electronic signatures on District documents, when permissible. She noted Florida Statutes allows for certain records to have electronic signatures. She added staff recommends approval. Mr. Eric Chenowith stated he did not like the use of electronic signatures and felt there were too many chances for fraud.

On MOTION by Ms. Chenowith, seconded by Mr. Williams, with Ms. Cindy Chenowith, Mr. Williams, and Mr. Martinez in favor and Mr. Eric Chenowith opposed, Resolution 2024-01 Use of Electronic Signatures, was approved 3-1.
--

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock noted regarding the ongoing litigation, they had received a motion to strike the District's motion and a hearing would be scheduled. She noted she would send the ethics memo to the Board.

**B. Engineer**

Mr. Arrington stated he had nothing further to report.

**C. Field Manager's Report**

**i. Consideration of Proposals to Repair Perimeter Wall**

**a. Signature Privacy Walls of Florida**

**b. Midstate Drainage & Structural Repair**

**c. Governmental Management Services**

Ms. Adams noted on November 17<sup>th</sup> staff reported the accident from October 14, 2023. A motorist hit the exterior wall and damaged the wall. She added the damage was a result of a high-speed police chase and the driver was not insured. The cost for repairs falls to the District's insurance. The District's insurance company has been notified and a claim has been opened. She noted the insurance claim agent will also try to pursue collections to recoup damages from the driver. She added the deductible is \$2,500. She reviewed the options presented at the last meeting to include the turnkey option which includes the entire scope of repairs, and the other was an option

that did not include the painting. There was not a final estimate at the last meeting. It was clarified this was a continued meeting and staff reports were included in the case something came up since the last meeting.

Board member stated, in dealing with insurance companies, an adjuster is sent to the site and do their own appraisal. He asked if that has been done and noted concerns of voting without the insurance amounts. Ms. Adams noted the insurance company was provided with photographs. However, the accident occurred prior to GMS taking over as District Management and Field Management. She added the line of communication was opened with the District's insurance provider after the accident. She reviewed proposals for repair with the insurance agent that confirmed either option was fine with them.

Clarification was made between a regular meeting and a continued meeting. Ms. Adams noted that Florida statues require Board meetings are noticed 7 days in advance unless it is an emergency. A continued meeting that was previously noticed allows for no additional notice requirement.

She noted that any Board member can forgo receiving compensation for meetings if they elect to do so. Ms. Adams added the audit committee meeting is not a separate meeting date, it is held in conjunction with the regular Board meeting. She added typically the Board is authorized to schedule meetings or workshops and can be compensated for meetings or workshops. She also noted that if a workshop is the same day as a regular meeting typically Board members are not paid for both. Mr. Chenowith asked for information on the budget and for Board members compensation and meeting schedule.

Discussion ensued on the cap for Board member compensation. Ms. Hammock added that the Board meetings are per statute, not committee meetings. Ms. Adams stated that Board members, based on District Counsel comments, should not expect compensation for committee meetings such as being paid for attending the audit committee meeting going forward.

Mr. Blanco presented the two wall repair options to the Board. He reviewed the concerns from the last meeting from the Board. He stated they had reached out to a third company that performed a site visit on the repairs and they declined to provide an estimate. He noted that Signature (out of Port St. Richie) is a company that does a start to finish job and have completed many perimeter walls in other communities. He noted that Midstate (out of Hillsborough County) specializes in repairs.

Mr. Blanco noted he asked about the toppers, and they are included in both options as well as stucco repair. He clarified that option two is reinforcement of the rebar of mesh, which would be about five feet worth of damage. This option would result in minimal repair needs in the future.

GMS estimates to paint the walls if the Board chooses Midstate for a total of \$804.75. This is significantly less than Signature. Ms. Adams stated that they would need to add \$250 to the GMS estimate for paint supplies. Ms. Adams noted she had an aggregated spreadsheet for Board review.

Mr. Malave commented about the rebar reinforcement is designed for 200 mile an hour wind speed. He added this is geared to hurricane issues, not the impact of cars or anything of that nature. He noted the only rebar they recommend is tying the foundation to at least into the next layer of block. Ms. Adams clarified that the District Engineer is recommending Option 1 from Midstate as compared to Option 2.

A Board member made a comment about the concern with Midstate lacking a guarantee that the stucco will match. Mr. Malave replied anytime there is a repair it is hard to match exactly. Further questions and clarification ensued on the rebar and mesh materials in the specific process. Ms. Adams stated to compare the 2 options the Signature proposal is \$29,500 for the turnkey option. She added if the Board is leaning towards the Midstate option 2 which totals \$11,101.20. She noted adding the proposal from GMS for a total of \$804.75 plus the \$250 for paint. The total would be \$1,054.75. The total Midstate option 2 totals \$12,155.95. She added the expense to the district's budget will be \$2,500. The lower estimate may impact future premiums.

Discussion ensued on having a new foundation versus a repair. The District Engineer commented the foundation is the most important. After discussion the Board made the decision to approve the Signature proposal. Ms. Adams noted approval of the proposal also directs staff to prepare a legal agreement with indemnifications and protections for the district.

On MOTION by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Proposal from Signature for the Privacy Wall Repairs, was approved.
--

#### **D. District Manager's Report**

Ms. Adams noted there was nothing further to report.



Ms. Adams stated there was an issue with scheduling a reservation for Highland Meadows and other locations were explored. She noted the continued meeting is scheduled for the Lake Alfred Public Library and there is no meeting fee. She added at the Tom Fellows Community Center, there is \$200 meeting room fee. The Board made the decision to move the meeting to the Lake Alfred Public Library.

On MOTION by Ms. Chenowith, seconded by Mr. Williams, with all in favor, to Change the Meeting Location to the Lake Alfred Public Library, was approved.

**SIXTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

Ms. Adams asked for Supervisor requests. Mr. Williams commented on a fence at 261 Highland Meadows Court and if it was on CDD property. He requested a survey be completed. There was discussion of a not to exceed cap of \$500. Mr. Williams stated he was not in favor of a cap because he did not know how much the survey would cost.

Mr. Malave commented they could do the survey, but he did not know the cost due to lack of control from the lot survey of the houses. Ms. Adams asked the Board if they wanted to move forward with the motion without the cap.

On MOTION by Mr. Williams, seconded by Mr. Chenowith, with all in favor, to Direct Staff to Complete a Professional Survey of the Parcel/Fence at the 261 Highland Meadows Court Location, was approved.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Adams asked for a motion to adjourn.

On MOTION by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the meeting was adjourned.

December 8, 2023

Highland Meadows CDD

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

# SECTION V

## RESOLUTION 2024-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2025; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 170, 190, AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Highland Meadows Community Development District (“**District**”) prior to June 15, 2024, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**Fiscal Year 2025**”); and

**WHEREAS**, it is in the best interest of the District to fund the administrative and operations services (together, “**Services**”) set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190, and 197, Florida Statutes (“**Assessments**”), as set forth in the preliminary assessment roll included within the Proposed Budget; and

**WHEREAS**, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

**WHEREAS**, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon.

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

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**2. DECLARING ASSESSMENTS.** Pursuant to Chapters 170, 190, and 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget, all of which are on file and available for public inspection at the “**District’s Office**,” 219 E. Livingston Street, Orlando, Florida 32801. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District’s Office. The Assessments shall be paid in one or more installments

pursuant to a bill issued by the District in November of 2024, and pursuant to Chapter 170, Florida Statutes, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

**3. SETTING PUBLIC HEARINGS.** Pursuant to Chapters 170, 190, and 197, Florida Statutes, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_

HOUR: \_\_\_\_\_

LOCATION: Lake Alfred Public Library  
245 N. Seminole Ave.  
Lake Alfred, FL 33850

**4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Davenport and Polk County at least 60 days prior to the hearing set above.

**5. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3 and shall remain on the website for at least 45 days.

**6. PUBLICATION OF NOTICE.** The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Polk County. Additionally, notice of the public hearings shall be published in the manner prescribed in Florida law.

**7. 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.

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

*[Signature page follows]*

**PASSED AND ADOPTED THIS 3rd DAY OF MAY 2024.**

ATTEST:

**HIGHLAND MEADOWS COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Secretary

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

**Exhibit A:** Proposed Budget for Fiscal Year 2025

**Exhibit A**  
Proposed Budget for Fiscal Year 2025

*[See following pages]*

***Highland Meadows***  
***Community Development District***

***Proposed Budget***  
***FY 2025***





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5	<u>Series 2006A Debt Service Fund</u>
6	<u>Series 2006A Amortization Schedule</u>

**Highland Meadows**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY2025
<b>Revenues</b>					
Special Assessments - On Roll	\$ 177,344	\$ 172,243	\$ 5,101	\$ 177,344	\$ 192,579
Interest Income	-	9	-	9	-
Misc. Income - Insurance Proceeds (Wall Damage)	-	29,802	-	29,802	-
<b>Total Revenues</b>	<b>\$ 177,344</b>	<b>\$ 202,054</b>	<b>\$ 5,101</b>	<b>\$ 207,155</b>	<b>\$ 192,579</b>
<b>Expenditures</b>					
<i>General &amp; Administrative</i>					
Supervisor Fees/FICA	\$ 5,000	\$ 1,446	\$ 1,200	\$ 2,646	\$ 5,000
Engineering	10,000	2,284	5,328	7,612	7,500
Attorney	10,000	10,725	25,025	35,749	20,000
Annual Audit	3,400	-	3,400	3,400	3,500
Assessment Roll - Admin	5,678	5,000	-	5,000	5,000
Assessment Roll - County	-	-	3,090	3,090	3,090
Dissemination Agent	2,400	-	1,750	1,750	2,400
Trustee Fees	3,500	-	4,041	4,041	4,041
Management Fees	35,449	17,838	17,500	35,338	35,000
Information Technology	-	808	900	1,708	1,800
Postage & Delivery	-	50	50	100	100
Insurance General Liability	3,342	5,973	-	5,973	6,500
Legal Advertising	3,000	1,587	500	2,087	3,000
Other Current Charges	7,219	320	150	470	1,000
Website Admin	2,738	923	600	1,523	1,200
Website Creation	-	1,750	-	1,750	-
Dues, Licenses & Subscriptions	175	175	-	175	175
<b>Total General &amp; Administrative:</b>	<b>\$ 91,901</b>	<b>\$ 48,878</b>	<b>\$ 63,534</b>	<b>\$ 112,411</b>	<b>\$ 99,306</b>
<i>Field</i>					
Field Management	\$ -	\$ 3,750	\$ 3,750	\$ 7,500	\$ 7,500
Electric	780	391	390	781	858
Streetlighting	10,140	5,708	5,700	11,408	12,000
Water	13,500	2,554	2,500	5,054	6,500
Property Insurance	7,824	5,060	-	5,060	5,000
General Repairs & Maintenance	2,500	-	1,500	1,500	9,000
Landscape Maintenance	30,366	13,041	15,960	29,001	31,920
Landscape Contingency	3,500	-	6,000	6,000	9,000
Mulch	4,650	-	-	-	-
Irrigation Repairs	-	-	500	500	750
Contingency	2,183	4,780	1,500	6,280	10,745
Capital Outlay - Wall Repair	10,000	29,500	-	29,500	-
<b>Total Field</b>	<b>\$ 85,443</b>	<b>\$ 64,783</b>	<b>\$ 37,800</b>	<b>\$ 102,583</b>	<b>\$ 93,273</b>
<b>Total Expenditures</b>	<b>\$ 177,344</b>	<b>\$ 113,661</b>	<b>\$ 101,334</b>	<b>\$ 214,995</b>	<b>\$ 192,579</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 0</b>	<b>\$ 88,393</b>	<b>\$ (96,233)</b>	<b>\$ (7,840)</b>	<b>\$ 0</b>
<i>Other Financing Sources/(Uses):</i>					
Transfer In/(Out)	\$ -	\$ 5,144	\$ -	\$ 5,144	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ 5,144</b>	<b>\$ -</b>	<b>\$ 5,144</b>	<b>\$ -</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 0</b>	<b>\$ 93,537</b>	<b>\$ (96,233)</b>	<b>\$ (2,696)</b>	<b>\$ 0</b>

**Highland Meadows**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2025**

**REVENUES**

**Special Assessments- On Roll**

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

**Misc. Income**

Any other income that is not mentioned above.

**Expenditures - Administrative**

**Supervisors Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings.

**FICA Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Engineering**

The District's engineer, **Dewberry Engineers Inc.** will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

**Attorney**

The District's Attorney, **Kilinski Van Wyk, PLCC** will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

**Annual Audit**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement with **Grau and Associates** plus anticipated increase.

**Assessment Administration - Admin**

GMS CF, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

**Assessment Administration - County**

Polk County charges 1% of the roll to include the CDD assessments on the County tax roll.

**Trustee Fees**

The District bonds will be held and administered by a Trustee at **U.S. Bank**. This represents the trustee annual fee.

**Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

**Highland Meadows**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2025**

**Expenditures - Administrative (continued)**

**Website Maintenance**

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS-CF, LLC and updated monthly.

**Postage and Delivery**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Insurance General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

**Printing and Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

**Other Current Charges**

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

**Due, Licenses & Subscriptions**

The District is required to pay an annual fee to the Department of Economic Opportunity Community Affairs for \$175.

**Expenditures - Field**

**Field Management Services**

The District has contracted with **GMS-CF, LLC** for the onsite management, contract administration and vendor oversight.

**Electric**

The District has the following account with Duke Energy to provide electric for lighting of entry features and signs within the District.

Account#	Location
910082726644	508 Highland Meadows St Unit A
910092775437	101 Highland Meadows St Unit A

**Street Lighting**

The District has the following accounts with Duke Energy to provide electric for street lighting:

Account#	Location
910082726884	0 County Rd 547 N Lite Phs2
910082775198	0 County Rd 547 N Lite

**Water**

The Districts the following account with the **City of Davenport** to provide water to the District:

Account#	Location
	2270 Highland Meadows St

**Landscape Maintenance**

This represents landscape maintenance of all District property, to include mowing, edging, trimming, blowing etc. The District is contracted with **Prince & Sons** based on the following:

Vendor	Monthly Amount	Annual Amount
Prince & Sons	\$2,660	\$31,920

**Landscape Contingency**

Represents any un-budgeted expense related to the landscaping of the District including mulching, annuals and tree trimming

**Irrigation Repairs & Maintenance**

Represents the costs associated with the Irrigation system within the District.

# Highland Meadows

## Community Development District

### Proposed Budget Reserve Fund

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY2025
<b>Revenues</b>					
Assessments - Tax Roll	\$ 25,000	\$ 24,634	\$ 366	\$ 25,000	\$ 30,000
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 24,634</b>	<b>\$ 366</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>
<b>Expenditures</b>					
Capital Outlay	25,000	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ 24,634</b>	<b>\$ 366</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>
<b>Other Financing Sources/(Uses):</b>					
Transfer In/(Out)	\$ -	\$ (5,144)	\$ -	\$ (5,144)	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ (5,144)</b>	<b>\$ -</b>	<b>\$ (5,144)</b>	<b>\$ -</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 19,490</b>	<b>\$ 366</b>	<b>\$ 19,856</b>	<b>\$ 30,000</b>

**Highland Meadows**  
**Community Development District**  
**Proposed Budget**  
**Debt Service Fund Series 2006A**

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY2025
<b>Revenues</b>					
Assessments	\$ 87,984	\$ 86,019	\$ -	\$ 86,019	\$ 87,984
Interest	\$ -	\$ 2,404	\$ 1,000	\$ 3,404	\$ -
Carry Forward Surplus	\$ 36,500	\$ 42,515	\$ -	\$ 42,515	\$ 43,488
<b>Total Revenues</b>	<b>\$ 124,484</b>	<b>\$ 130,938</b>	<b>\$ 1,000</b>	<b>\$ 131,938</b>	<b>\$ 131,472</b>
<b>Expenditures</b>					
Interest - 11/1	\$ 21,725	21,725	\$ -	\$ 21,725	\$ 20,350
Principal - 5/1	45,000	\$ -	45,000	\$ 45,000	\$ 45,000
Interest - 5/1	21,725	\$ -	\$ 21,725	\$ 21,725	\$ 20,350
Special Call - 11/1	-	\$ 5,000	\$ -	\$ 5,000	\$ -
<b>Total Expenditures</b>	<b>\$ 88,450</b>	<b>\$ 26,725</b>	<b>\$ 66,725</b>	<b>\$ 88,450</b>	<b>\$ 85,700</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 36,034</b>	<b>\$ 104,213</b>	<b>\$ (65,725)</b>	<b>\$ 43,488</b>	<b>\$ 45,772</b>
				<b>Interest - 11/1/25</b>	<b>\$ 19,113</b>
				<b>Total</b>	<b>\$ 19,113</b>

**Highland Meadows**  
**Community Development District**  
**Series 2006A Special Assessment Bonds**  
**Amortization Schedule**

Date	Balance	Coupon	Principal	Interest	Total
05/01/24	\$ 785,000.00	5.50%	\$ 45,000.00	\$ 21,587.50	\$ -
11/01/24	\$ 740,000.00	5.50%	\$ -	\$ 20,350.00	\$ 86,937.50
05/01/25	\$ 740,000.00	5.50%	\$ 45,000.00	\$ 20,350.00	\$ -
11/01/25	\$ 695,000.00	5.50%	\$ -	\$ 19,112.50	\$ 84,462.50
05/01/26	\$ 695,000.00	5.50%	\$ 45,000.00	\$ 19,112.50	\$ -
11/01/26	\$ 650,000.00	5.50%	\$ -	\$ 17,875.00	\$ 81,987.50
05/01/27	\$ 650,000.00	5.50%	\$ 50,000.00	\$ 17,875.00	\$ -
11/01/27	\$ 600,000.00	5.50%	\$ -	\$ 16,500.00	\$ 84,375.00
05/01/28	\$ 600,000.00	5.50%	\$ 55,000.00	\$ 16,500.00	\$ -
11/01/28	\$ 545,000.00	5.50%	\$ -	\$ 14,987.50	\$ 86,487.50
05/01/29	\$ 545,000.00	5.50%	\$ 55,000.00	\$ 14,987.50	\$ -
11/01/29	\$ 490,000.00	5.50%	\$ -	\$ 13,475.00	\$ 83,462.50
05/01/30	\$ 490,000.00	5.50%	\$ 60,000.00	\$ 13,475.00	\$ -
11/01/30	\$ 430,000.00	5.50%	\$ -	\$ 11,825.00	\$ 85,300.00
05/01/31	\$ 430,000.00	5.50%	\$ 60,000.00	\$ 11,825.00	\$ -
11/01/31	\$ 370,000.00	5.50%	\$ -	\$ 10,175.00	\$ 82,000.00
05/01/32	\$ 370,000.00	5.50%	\$ 65,000.00	\$ 10,175.00	\$ -
11/01/32	\$ 305,000.00	5.50%	\$ -	\$ 8,387.50	\$ 83,562.50
05/01/33	\$ 305,000.00	5.50%	\$ 70,000.00	\$ 8,387.50	\$ -
11/01/33	\$ 235,000.00	5.50%	\$ -	\$ 6,462.50	\$ 84,850.00
05/01/34	\$ 235,000.00	5.50%	\$ 75,000.00	\$ 6,462.50	\$ -
11/01/34	\$ 160,000.00	5.50%	\$ -	\$ 4,400.00	\$ 85,862.50
05/01/35	\$ 160,000.00	5.50%	\$ 80,000.00	\$ 4,400.00	\$ -
11/01/35	\$ 80,000.00	5.50%	\$ -	\$ 2,200.00	\$ 86,600.00
05/01/36	\$ 80,000.00	5.50%	\$ 80,000.00	\$ 2,200.00	\$ -
				\$	\$ 82,200.00
			<b>\$ 785,000.00</b>	<b>\$ 313,087.50</b>	<b>\$ 1,098,087.50</b>





# SECTION VI

**RESOLUTION 2024-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3)(A)(2)(c), FLORIDA STATUTES AND INSTRUCTING THE POLK COUNTY SUPERVISOR OF ELECTIONS TO BEGIN CONDUCTING THE DISTRICT’S GENERAL ELECTION.**

**WHEREAS**, the Highland Meadows Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in the City of Davenport, Polk County, Florida; and

**WHEREAS**, the Board of Supervisors of Highland Meadows Community Development District (“**Board**”) has implemented Section 190.006(3)(A)(2)(c), *Florida Statutes*, and instructs the Supervisor of Elections for Polk County, Florida (“**Supervisor**”), to conduct the District’s General Election.

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

**1. GENERAL ELECTION SEATS.** Seat 3, Seat 4, and Seat 5 with terms expiring in November 2024 are scheduled for the General Election beginning in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year. The remaining seat with a term expiring in November 2024 shall be filled by an election of the landowners in accordance with Section 190.006, *Florida Statutes*, which process shall be addressed by subsequent resolution.

**2. QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Polk County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes.

**3. COMPENSATION.** Members of the Board are entitled to receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

**4. TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four (4) years. The newly elected Board members shall assume office on the second Tuesday following the election.

**5. REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District’s General Election in November 2024, and for each

subsequent General Election unless otherwise directed by the District Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

**6. PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

**7. 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.

**8. EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED THIS 3RD DAY OF MAY 2024.**

**HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT  
DISTRICT**

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CHAIRPERSON/VICE CHAIRPERSON

ATTEST:

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SECRETARY/ASSISTANT SECRETARY

**EXHIBIT A**  
**FORM OF NOTICE OF QUALIFYING PERIOD**

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES  
FOR THE BOARD OF SUPERVISORS OF THE  
HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Highland Meadows Community Development District (“District”) will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Polk County Supervisor of Elections located at 70 Florida Citrus Boulevard, Winter Haven, Florida 33880; Ph: (863) 534-5888. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Polk County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes.

The Highland Meadows Community Development District has three (3) seats up for election, specifically seats 3, 4, and 5. Each seat carries a four-year term of office. Elections are non-partisan and will be held at the same time as the general election on November 5, 2024, and in the manner prescribed by law for general elections.

For additional information, please contact the Polk County Supervisor of Elections.

# SECTION VII

**RESOLUTION 2024-05**

**A RESOLUTION OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT ELECTING AN ASSISTANT SECRETARY AND ASSISTANT TREASURER OF THE BOARD OF SUPERVISORS**

**WHEREAS**, the Board of Supervisors of the Highland Meadows Community Development District desires to elect Patti Powers and Rich Hans as Assistant Secretaries.

**WHEREAS**, the Board of Supervisors of the Highland Meadows Community Development District desires to elect Patti Powers and Rich Hans as Assistant Treasurers.

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

Patti Powers and Rich Hans are elected as Assistant Secretaries of the Board of Supervisors.

Patti Powers and Rich Hans and are elected as Assistant Treasurers of the Board of Supervisors.

PASSED AND ADOPTED on this 3rd day of May 2024.

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Secretary/ Assistant Secretary

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Chairman/ Vice Chairman

# SECTION VIII

**RESOLUTION 2024-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT APPOINTING THE DISTRICT'S APPOINTED TREASURER, ASSISTANT TREASURER, AND SECRETARY OF THE DISTRICT AS SIGNORS ON THE DISTRICT'S LOCAL BANK ACCOUNT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, 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's Board of Supervisors desires to appoint the District's appointed Treasurer, Assistant Treasurer, and Secretary as signors on the District's local bank account.

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

**SECTION 1.** The District's appointed Treasurer, Assistant Treasurer, and Secretary shall be appointed as signors on the District's local bank account.

**SECTION 2.** This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED ON THIS 3rd day of May 2024.

ATTEST:

**HIGHLAND MEADOWS  
COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary / Assistant Secretary

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Chairperson, Board of Supervisors



# SECTION IX

**RESOLUTION 2024-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE DISTRICT MANAGER TO ESTABLISH AN ACCOUNT WITH THE STATE BOARD OF ADMINISTRATION; APPOINTING THE DISTRICT MANAGER AS ITS LEGAL REPRESENTATIVE WITH RESPECT TO SAID ACCOUNT AND PROVIDING FOR THE DURATION OF SAID AUTHORIZATION.**

**WHEREAS**, the Highland Meadows Community Development District (the “District”) is a local unit of special purpose government created and existing under Chapter 190, *Florida Statutes*, and situated within the City of Davenport, Florida; and

**WHEREAS**, the District finds that from time to time it has funds on hand in excess of current needs; and

**WHEREAS**, it is in the best interest of the District and its landowners that said excess funds be invested to return the highest yield consistent with proper safeguards and the District’s currently-adopted policies regarding the deposit of public funds.

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

**SECTION 1.** That the District Manager, Governmental Management Services – Central Florida, LLC, and its designee, as legal representative(s) of the District are hereby authorized to act as the administrator(s) for funds held at the State Board of Administration.

**SECTION 2.** The District Manager and/or its designee shall have the authority to establish an account(s) on behalf of the District with the State Board of Administration, withdraw funds from or transmit funds to said account(s) at the State Board of Administration, establish funds transfer instructions, name designee(s), and initiate changes to this information via the Investment Pool Input Document.

**SECTION 3.** That this authorization shall be continuing in nature until revoked by the District or until a new legal representative is appointed.

**PASSED AND ADOPTED** this 3rd day of May, 2024.

**ATTEST:**

**HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT  
DISTRICT**

---

Secretary/Assistant Secretary

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Chairperson, Board of Supervisors

# SECTION X

# CONTRACT AGREEMENT

This Agreement made and entered into on Wednesday, January 31, 2024 by and between the Highland Meadows Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Marsha M. Faux, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section 197.3632 Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.
2. The parties herein agree that, for the 2024 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the Highland Meadows Community Development District.
3. The term of this Agreement shall commence on January 1, 2024 or the date signed below, whichever is later, and shall run until December 31, 2024, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.
4. The Special District shall meet all relevant requirements of Section 197.3632 & 190.021 Florida Statutes.
5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, if assessments will be included on the 2024 TRIM Notice, the Special District shall provide **proposed assessments no later than Friday, July 12, 2024**. The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.
6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Friday, September 13, 2024**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2024 tax roll.
7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice or if the TRIM Notice is not used, the rate shall be 1% of the amount levied on the 2024 tax roll. For the TRIM Notice, the Property Appraiser will require **payment on or before Friday, September 13, 2024** for processing within the Property Appraiser budget year (October 1st – September 30th).
8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.
9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

The Special District shall indemnify and hold harmless, to the extent permitted by Florida law and without waiving its right of any applicable sovereign immunity, the Property Appraiser and all respective officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Property Appraiser and all respective officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the negligent or intentional acts or omissions of the Special District or its employees, agents, servants, partners, principals, or subcontractors arising out of, relating to, or resulting from the performance of the Agreement. The Special District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Property Appraiser where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon.

EXECUTED By:

  
Special District Representative

Tricia L. Adams

Print name

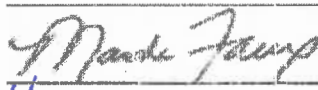
District Manager 02/05/2024

Title

Date

Marsha M. Faux, CFA, ASA  
Polk County Property Appraiser

By:



Marsha M. Faux, Property Appraiser

# SECTION XII

# SECTION C

# Highland Meadows CDD

## Field Management Report



May 3, 2024

Joel Blanco

Field Manager

GMS



# Completed

## Perimeter Wall Repairs

- ✚ GMS staff had monitored the progress of repairs at the perimeter wall from start to finish.
- ✚ Maintenance staff removed cinder block debris from the site and vendor constructed new wall, applied stucco texture to match existing wall, installed topper and painted the wall to match existing wall.
- ✚ Pictures reflect recorded progress during staff reviews.
- ✚ At the completion of the repairs, wall was reviewed both inside community and outside on N 10<sup>th</sup>. Wall is structurally sound, paint matches existing wall, and topper is secured.



# Completed

## Reinforcing Stormwater Structures

- ✚ GMS staff reviewed the stormwater structures throughout the district.
- ✚ Most skimmers supporting the weirs were held up by thin, cracking wooden stakes. Which is not optimal for heavy storms.
- ✚ Stakes were removed and replaced with aluminum support brackets that were drilling onto the skimmer and into the weir.
- ✚ Rusted screws were replaced in the majority of the stormwater water structures for thicker nuts and bolts.
- ✚ Stormwater structures have been reviewed after days of rain and remain in great conditions as the district transitions to the rainy season.



# Completed

## Reinforcing Retention Wall



- + GMS staff identified an excessive amount of sediment on the sidewalk by the retention wall on Highland Meadows St.
- + Retention wall was missing a bottom section of blocks.
- + Maintenance staff reinforced the wall by adding the missing section.
- + Pictures reflect before and after.

## Monument Light Repair By Olsen Rd. Entrance

- + GMS staff was made aware that a monument light was not functioning during the night.
- + Staff reviewed the fixture if identify the cause. Electric cable was not cut.
- + Maintenance replaced the fixture and tested. All the monument is lit at night.

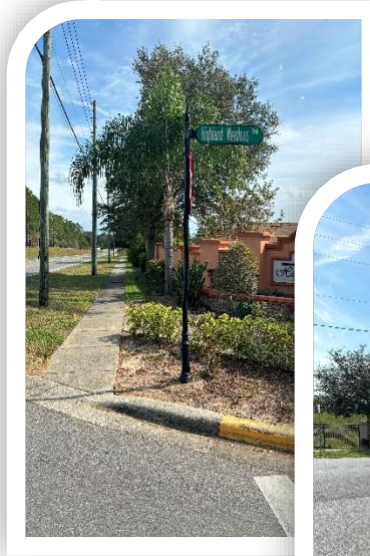




# Completed

## Misc. Repairs

- ✚ During reviews several minor items were identified in need of repairs.
- ✚ 2 street signs at both entrances were straightened.
- ✚ Street sign inside the community by the median had mildew and was cleaned by Maintenance.
- ✚ Electrical meter lock was replaced with a combination lock.
- ✚ Both “Highland Meadows” lettering at both entrances were chipped. Maintenance staff touch up painted entire lettering at both entrances.



# Completed

## Landscaping Review

- ✚ New Landscaping vendor started servicing the community in mid-December.
- ✚ Service has been more consistent, neat, and up to satisfactory standards.
- ✚ Vendor removed dead plants at both entrance areas and median on Davenport Rd. entrance.
- ✚ During wet check, sprinkler head and parts were replaced and watering times were adjusted for the winter season and now for the rainy season.
- ✚ Vendor has provided an estimate for mulch and sprucing both entrance areas for uniformity, cleaner and simpler design.



# Conclusion

For any questions or comments regarding the above information, please contact me by phone at 786-238-9473, or by email at [jblanco@gmscfil.com](mailto:jblanco@gmscfil.com). Thank you.

Respectfully,

Joel Blanco

# SECTION 1



200 S. F. Street  
Haines City, Florida 33844

Phone 863-422-5207 | Fax 863-422-1816

Polk County License # 214815

Date: March 25, 2024

**SUBMITTED TO:**

Joel Blanco / GMS  
Field Manager  
GMS Services

Phone: (407)841-5524  
Email: [jblanco@gmscfl.com](mailto:jblanco@gmscfl.com)

**Job Name / Location:**

Highland Meadows 1  
Entrance @ Highland meadows St and Blvd

**Remove designated and install new materials**

Labor is Included in Total :	Qty	Unit	Unit Cost	TOTAL
<b>Center Island</b>				
Triple Pygmy Date Palm	1	30g		
Arboricola Trinette	30	3gal		
Mammy Crotons	30	3gal		
Blue Daze	30	1gal		
<b>Entrance Bed</b>			Total:	\$1,770.00
Blue Daze	20	1gal		
Arboricola Trinette	10	3gal		
Little John Bottlebrush	25	3gal		
Agapanthus Blue	20	1gal		
Lantana Purple	20	1gal		
Red Sister	2	3Gal		
<b>Exit Bed</b>			Total:	\$1,280.00
Arboricola Trinette	20	3gal		
Red Sister	2	3gal		
Lantana Purple	20	1gal		
Blue Daze	30	1gal		
Mammy Crotons	20	3gal		
Sod Floratam	300	sqft		
Agapanthus Blue	40	1gal		
Mulch Pine Bark	10	yrds		
			Total:	\$2,635.00
<b>Total</b>				<b>\$5,685.00</b>

The customer agrees, that by signing this proposal, it shall become a legal and binding contract and shall supersede any previous agreements, discussed or implied. The customer further agrees to all terms and conditions set forth within and shall be responsible for any/all court and/or attorney fees incurred by Prince and Sons, Inc. required to obtain collection for any portion of money owed for material and/or work performed by Prince and Sons Inc. Plywood will be in pla Accepted by: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Submitted by: **Craig Bramblett**  
Date Submitted: March 25, 2024





200 S. F. Street  
Haines City, Florida 33844

Phone 863-422-5207 | Fax 863-422-1816

Polk County License # 214815

Date: March 25, 2024

**SUBMITTED TO:**

Joel Blanco / GMS  
Field Manager  
GMS Services

Phone: (407)841-5524  
Email: [jblanco@gmsfl.com](mailto:jblanco@gmsfl.com)

**Job Name / Location:**

Highland Meadows 1  
Highlands Meadow Ct @ Olson Rd

**Remove designated and install new materials**

Labor is Included in Total :	Qty	Unit	Unit Cost	TOTAL
<b>Entrance Side Island</b>				
Move Birds				
Lantana Purple	40	1gal		
Mammy Crotons	10	3gal		
Blue Daze	20	1gal		
Little John	20	3gal		
Floratom	300	sqft		
Pine Bark	5	yrds		
<b>Exit Side</b>				
Move Birds				
Lantana Purple	40	1gal		
Mammy Crotons	10	3gal		
Blue Daze	20	1gal		
Little John	20	3gal		
Floratom	300	sqft		
Pine Bark	5	yrds		
	<b>Total</b>			<b>\$1,950.00</b>

The customer agrees, that by signing this proposal, it shall become a legal and binding contract and shall supersede any previous agreements, discussed or implied. The customer further agrees to all terms and conditions set forth within and shall be responsible for any/all court and/or attorney fees incurred by Prince and Sons, Inc. required to obtain collection for any portion of money owed for material and/or work performed by Prince and Sons Inc. Plywood will be in pla Accepted by: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Submitted by: **Craig Bramblett**

Date Submitted: March 25 , 2024



# SECTION D

# SECTION 1

**Highland Meadows CDD Action Items  
April- May 2024**

<u>Date Assigned</u>	<u>Item</u>	<u>Entity or Person(s) Responsible</u>	<u>Status</u>
09.15.2023	Identify Records Repository in Polk County	District Management	Pending
09.15.2023	Letter to property owner regarding erosion in vicinity of 127 Highland Meadows Ct and maintenance of private property	District Counsel & District Engineer	Complete
09.15.2023	Review CDD property Tract B in vicinity of 127 Highland Meadows Ct to determine if additional sod should be installed or seeded to deter erosion	Field Management	Parcel/unirrigated sod is being monitored and if needed will be seeded during rainy season.
11.17.2023	Identify construction plan for boundary property in the vicinity of Highland Meadows Place cul de sac	District Engineer	Depending on the construction plans, a proposal for a vegetated/landscape border may be presented at a future meeting (Field Management issue).
11.17.2023	Ethics Training	Board Members	Complete
11.17.2023	Insurance Claim for Exterior Wall Repairs	Field Management & District Management	Exterior wall damaged by uninsured driver 10.2023. BOS approved wall repairs December 2023. Work completed February 2024. Insurance Claim finalized for \$29,052 and deposited to CDD general fund 02.23.2024. <b>This item is completed and will be removed from the action item list in the future.</b>
11.17.2023	Transition Landscape Service Providers	Field Management	Board approved Prince and Sons to be landscape service provider 11.17.2024. Agreement effective dated 01.11.2024.
11.17.2023	Sidewalk Maintenance	Field Management	213 Highland Meadows St. has cracked sidewalk – overall sidewalk maintenance program to be implemented by GMS field services.

11.17.2023	Send CDD Meeting Notice to HOA Manager	District Management/Recording Secretary	For electronic mail distribution to promote attendance at CDD Board Meetings.
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# SECTION 2

**Highland Meadows**  
**COMMUNITY DEVELOPMENT DISTRICT**

**Fiscal Year 2024**

Check Register

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
10/1-10/31	100086-100090	\$21,423.80
11/1-11/30	100091-100102	\$21,403.79
12/1-12/31	1000103-100107	\$14,325.40
1/1-1/31	100108-100115	\$110,559.88
2/1-2/29	100116-100121	\$11,964.70
3/1-3/31	--	
<b>TOTAL</b>		<b>\$ 179,677.57</b>



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/06/23	00005	9/01/23	2206	202309	320	53800	46200			*	2,530.50		
			SEP 23 - LANDSCAPE MAINT						SOUTHERN OAK OUTDOOR LLC			2,530.50	100086
10/06/23	00002	10/01/23	84173	202310	310	51300	34000			*	2,125.40		
			OCT 23 - MGMT FEES PRORTD										
		10/01/23	84173	202310	310	51300	49000			*	66.60		
			OCT 23 - WEBSITE PRORATED										
		10/01/23	84173	202310	310	51300	48000			*	283.92		
			SHADE MEETING ADVERTISMNT						RIZZETTA & COMPANY, INC.			2,475.92	100087
10/06/23	00002	10/01/23	84073	202310	310	51300	31400			*	5,000.00		
			FY2024 ASSESSMENT ROLL						RIZZETTA & COMPANY, INC.			5,000.00	100088
10/11/23	00014	9/15/23	19752	202310	310	51300	45000			*	5,973.00		
			FY2024 INSURANCE										
		9/15/23	19752	202310	320	53800	45000			*	5,060.00		
			FY2024 INSURANCE						EGIS INSURANCE ADVISORS			11,033.00	100089
10/13/23	00011	10/01/23	21734	202310	310	51300	49500			*	384.38		
			QUARTERLY WEBSITE SVCS						INNERSYNC STUDIO, LTD.			384.38	100090
11/29/23	00018	11/17/23	11172023	202311	310	51300	11000			*	200.00		
			BOS MEETING 11.17.23						CINDY CHENOWITH			200.00	100091
11/29/23	00019	11/17/23	11172023	202311	310	51300	11000			*	200.00		
			BOS MEETING 11.17.23						ERIC CHENOWITH			200.00	100092
11/29/23	00007	11/10/23	2270	202310	320	53800	43100			*	203.83		
			OCT 23 - WATER										
		11/10/23	2318	202310	320	53800	43100			*	101.27		
			OCT 23 - WATER										
		11/10/23	2270	202310	320	53800	43100			V	203.83-		
			OCT 23 - WATER										
		11/10/23	2318	202310	320	53800	43100			V	101.27-		
			OCT 23 - WATER						CITY OF DAVENPORT (AUTOPAY)			.00	100093
11/29/23	00009	9/20/23	2334756	202308	310	51300	31100			*	1,640.00		
			AUG 22 - ENGINEERING SVCS						DEWBERRY ENGINEERS INC.			1,640.00	100094

HLMD HIGHLAND MEADO PPOWERS

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
11/29/23	00025	10/31/23	5989448 202310 310-51300-48000	LEGAL AD/MTG SCHEDULE	*	646.65	
GANNETT FLORIDA LOCALIQ							646.65 100095
11/29/23	00001	10/01/23	1 202310 310-51300-34000		*	1,129.08	
			OCT 23 - MGMT FEES				
		10/01/23	1 202310 310-51300-49500		*	38.76	
			OCT 23 - WEBSITE ADMIN				
		10/01/23	1 202310 310-51300-35100		*	58.08	
			OCT 23 - IT				
		10/01/23	2 202310 320-53800-34000		*	625.00	
			OCT 23 - FIELD SERVICES				
		10/31/23	5 202310 320-53800-49000		*	1,477.91	
			OCT 23 - GENERAL MAINT				
		11/01/23	3 202311 310-51300-34000		*	2,916.67	
			NOV 23 - MGMT FEES				
		11/01/23	3 202311 310-51300-49500		*	100.00	
			NOV 23 - WEBSITE ADMIN				
		11/01/23	3 202311 310-51300-35100		*	150.00	
			NOV 23 - IT				
		11/01/23	3 202311 310-51300-51000		*	.06	
			NOV 23 - OFFICE SUPPLIES				
		11/01/23	3 202311 310-51300-42000		*	1.27	
			NOV 23 - POSTAGE				
		11/01/23	4 202311 320-53800-34000		*	625.00	
			NOV 23 - FIELD SERVICES				
GMS - CENTRAL FLORIDA, LLC							7,121.83 100096
11/29/23	00010	10/10/23	10102023 202309 310-51300-32200	AUDIT FYE 09302022	*	2,520.00	
GRAU AND ASSOCIATES							2,520.00 100097
11/29/23	00003	10/09/23	7777 202309 310-51300-31500	SEP 23 - GENERAL COUNSEL	*	2,104.18	
KILINSKI VAN WYK, PLLC							2,104.18 100098
11/29/23	00022	11/17/23	11172023 202311 310-51300-11000	BOS MEETING 11.17.23	*	200.00	
HEADLEY OLIVER							200.00 100099
11/29/23	00005	11/01/23	2232 202311 320-53800-46200	NOV 23 - LANDSCAPE MAINT	*	2,530.50	
SOUTHERN OAK OUTDOOR LLC							2,530.50 100100
11/29/23	00016	9/25/23	7070549 202309 310-51300-32300	TRUSTEE FEES SER 2006A	*	4,040.63	
U.S. BANK							4,040.63 100101
HLMD HIGHLAND MEADO PPOWERS							

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/29/23	00020	11/17/23	11172023	202311	310	51300	11000		BOS MEETING 11.17.23	*	200.00		
									ROBERT WILLIAMS			200.00	100102
12/01/23	00015	10/02/23	88893	202310	310	51300	54000		FY24 SPECIAL DISTRICT FEE	*	175.00		
									DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00	100103
12/19/23	00025	11/30/23	6063901	202311	310	51300	48000		NOTICE OF REGULAR MEETING	*	301.77		
									GANNETT FLORIDA LOCALIQ			301.77	100104
12/19/23	00001	12/01/23	6	202312	310	51300	34000		DEC 23 - MGMT FEES	*	2,916.67		
		12/01/23	6	202312	310	51300	49500		DEC 23 - WEBSITE ADMIN	*	100.00		
		12/01/23	6	202312	310	51300	35100		DEC 23 - IT	*	150.00		
		12/01/23	6	202312	310	51300	51000		DEC 23 - OFFICE SUPPLIES	*	.24		
		12/01/23	6	202312	310	51300	42000		DEC 23 - POSTAGE	*	5.06		
		12/01/23	7	202312	320	53800	34000		DEC 23 - FIELD SERVICES	*	625.00		
		12/01/23	7	202312	310	51300	49000		CITY OF DAVENPORT	*	412.00		
									GMS - CENTRAL FLORIDA, LLC			4,208.97	100105
12/19/23	00026	12/19/23	12192023	202312	300	20700	10000		TRANSFER TAX RECEIPTS	*	7,109.16		
									HIGHLAND MEADOWS CDD			7,109.16	100106
12/19/23	00005	12/01/23	2245	202312	320	53800	46200		DEC 23 - LANDSCAPE MAINT	*	2,530.50		
									SOUTHERN OAK OUTDOOR LLC			2,530.50	100107
1/18/24	00009	12/10/23	2373999	202311	310	51300	31100		NOV 23 - ENGINEERING SVCS	*	650.00		
									DEWBERRY ENGINEERS INC.			650.00	100108
1/18/24	00024	9/28/23	5	202309	310	51300	49000		AMORT SCH SER 2006A	*	100.00		
									DISCLOSURE SERVICES LLC			100.00	100109
1/18/24	00001	1/01/24	01012024	202401	310	51300	34000		JAN 24 - MGMT FEES	*	2,916.67		

HLMD HIGHLAND MEADO PPOWERS

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/01/24		01012024	202401 310-51300-49500	JAN 24			WEBSITE ADMIN	*	100.00		
1/01/24		01012024	202401 310-51300-35100	JAN 24			IT	*	150.00		
1/01/24		01012024	202401 310-51300-51000	JAN 24			SUPPLIES	*	.09		
1/01/24		01012024	202401 310-51300-42000	JAN 24			POSTAGE	*	1.90		
1/01/24	9		202401 320-53800-34000	JAN 24			FIELD MANAGEMENT	*	625.00		
GMS - CENTRAL FLORIDA, LLC										3,793.66	100110
1/18/24	00026	1/18/24	TAX REC 202401 300-20700-10000				TRANSFER OF TAX RECEIPTS	*	78,339.53		
HIGHLAND MEADOWS CDD										78,339.53	100111
1/18/24	00003	12/16/23	8181 202311 310-51300-31500	NOV 23			GENERAL COUNSEL	*	2,916.71		
		12/16/23	8182 202311 310-51300-31500	NOV 23			OERTWIG LITIGTN	*	5,265.00		
		1/08/24	8386 202312 310-51300-31500	DEC 23			GENERAL COUNSEL	*	1,565.48		
		1/08/24	8387 202312 310-51300-31500	DEC 23			OERTWIG LITIGTN	*	519.50		
KILINSKI VAN WYK, PLLC										10,266.69	100112
1/18/24	00028	1/01/24	11353 202401 320-53800-46200	JAN 24			LANDSCAPE MAINT	*	2,660.00		
PRINCE & SONS INC.										2,660.00	100113
1/18/24	00029	1/12/24	1691 202401 320-53800-49000	50% DEP			FOR WALL REPAIR	*	14,750.00		
SIGNATURE PRIVACY WALLS OF FLORIDA										14,750.00	100114
1/30/24	00006	1/30/24	REPL 500 202401 310-51300-49000				REPLACE PR CK 50003	*	159.70		
		1/30/24	REPL 500 202401 310-51300-49000				REPLACE PR CK 50003	V	159.70-		
ROBERT WILLIAMS										.00	100115
2/15/24	00009	10/18/23	2348164 202310 310-51300-31100	SEP 23			ENGINEERING SVCS	*	1,041.04		
		1/17/24	2386007 202312 310-51300-31100	DEC 23			ENGINEERING SVCS	*	592.50		
DEWBERRY ENGINEERS INC.										1,633.54	100116
HLMD HIGHLAND MEADO PPOWERS											

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #	
2/15/24	00025	9/30/23 5909473	202310 310-51300-48000	NOTICE OF SPECIAL MEETING	*	354.46		
							GANNETT FLORIDA LOCALIQ	354.46 100117
2/15/24	00001	12/31/23 12	202312 320-53800-49000	DEC 23 - GENERAL MAINT	*	1,195.89		
		2/01/24 10	202402 310-51300-34000	FEB 24 - MGMT FEES	*	2,916.67		
		2/01/24 10	202402 310-51300-49500	FEB 24 - WEBSITE ADMIN	*	100.00		
		2/01/24 10	202402 310-51300-35100	FEB 24 - IT	*	150.00		
		2/01/24 10	202402 310-51300-51000	FEB 24 - SUPPLIES	*	.18		
		2/01/24 10	202402 310-51300-42000	FEB 24 - POSTAGE	*	8.75		
		2/01/24 11	202402 320-53800-34000	FEB 24 - FIELD MANAGEMENT	*	625.00		
							GMS - CENTRAL FLORIDA, LLC	4,996.49 100118
2/15/24	00026	2/15/24 02152024	202402 300-20700-10000	TRANSFER OF TAX RECEIPTS	*	570.21		
							HIGHLAND MEADOWS CDD	570.21 100119
2/15/24	00028	2/01/24 11609	202402 320-53800-46200	FEB 24 - LANDSCAPE MAINT	*	2,660.00		
							PRINCE & SONS INC.	2,660.00 100120
2/15/24	00030	1/24/24 940	202401 310-51300-49501	WEBSITE DEVELOPMENT	*	1,750.00		
							REALIGN WEB DESIGN	1,750.00 100121
						TOTAL FOR BANK A	179,677.57	
						TOTAL FOR REGISTER	179,677.57	

# SECTION 3

***Highland Meadows***  
***Community Development District***

***Unaudited Financial Reporting***  
***March 31, 2024***



# Table of Contents

1	<hr/>	<u>Balance Sheet</u>
2	<hr/>	<u>General Fund</u>
3	<hr/>	<u>Reserve Fund</u>
4	<hr/>	<u>Debt Service Fund Series 2006</u>
5	<hr/>	<u>Month to Month</u>
6	<hr/>	<u>Long Term Debt Report</u>
7	<hr/>	<u>Assessment Receipt Schedule</u>
8	<hr/>	<u>Check Summary</u>



**Highland Meadows**  
**Community Development District**  
**Combined Balance Sheet**  
**March 31, 2024**

	<i>General Fund</i>	<i>Reserve Fund</i>	<i>Debt Service Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
<u>Cash:</u>				
Operating Account	\$ 203,360		\$ -	\$ 203,360
<u>Investments:</u>				
Money Market Account	-			-
Bank of Tampa - ICS	-		-	-
Bank of Tampa - ICS Reserve	-	-	-	-
<u>Series 2026A</u>				
Reserve	-		55,888	55,888
Revenue	-	-	106,096	106,096
Prepayment	-	-	1,158	1,158
General	-	-	29	29
Due from General Fund		49,634		49,634
Prepaid Expenses	-	-		-
Deposits	1,810	-	-	1,810
<b>Total Assets</b>	<b>\$ 205,170.49</b>	<b>\$ 49,634</b>	<b>\$ 163,171</b>	<b>\$ 417,975</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 23,916	\$ -	\$ -	\$ 23,916
Due to Reserve	49,634	-	-	49,634
<b>Total Liabilities</b>	<b>\$ 73,550.04</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,550</b>
<b>Fund Balance:</b>				
Nonspendable:				
Deposits	\$ 1,810	\$ -	\$ -	\$ 1,810
Restricted for:				
Debt Service - Series	-	-	163,171	163,171
Capital Project - Series	-	-	-	-
Assigned for:				
Capital Reserve Fund	-	-	-	-
Capital Reserves	-	-	-	-
Unassigned	129,810	49,634	-	179,444
<b>Total Fund Balances</b>	<b>\$ 131,620.45</b>	<b>\$ 49,634</b>	<b>\$ 163,171</b>	<b>\$ 344,425</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 205,170</b>	<b>\$ 49,634</b>	<b>\$ 163,171</b>	<b>\$ 417,975</b>

# Highland Meadows

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/24	Thru 03/31/24	Variance
<b>Revenues:</b>				
Special Assessments - On Roll	\$ 177,344	\$ 177,344	\$ 172,243	\$ (5,101)
Interest Income	-	-	9	9
Misc. Income	-	-	29,802	29,802
<b>Total Revenues</b>	<b>\$ 177,344</b>	<b>\$ 177,344</b>	<b>\$ 202,055</b>	<b>\$ 24,711</b>
<b>Expenditures:</b>				
<b>General &amp; Administrative:</b>				
Supervisor Fees/FICA	\$ 5,000	\$ 2,500	\$ 1,446	\$ 1,054
Engineering	10,000	5,000	2,284	2,716
Attorney	10,000	5,000	10,725	(5,725)
Annual Audit	3,400	1,700	-	1,700
Assessment Roll	5,678	2,839	5,000	(2,161)
Dissemination Agent	2,400	1,200	-	1,200
Trustee Fees	3,500	3,500	-	3,500
Management Fees	35,449	17,725	17,838	(113)
Information Technology	-	-	808	(808)
Postage & Delivery	-	-	50	(50)
Insurance General Liability	3,342	3,342	5,973	(2,631)
Legal Advertising	3,000	1,500	1,587	(87)
Other Current Charges	7,219	3,610	320	3,290
Website Admin	2,738	1,369	923	446
Website Creation	-	-	1,750	(1,750)
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 91,901</b>	<b>\$ 49,459</b>	<b>\$ 48,878</b>	<b>\$ 581</b>
<b>Field</b>				
Field Management	\$ -	\$ -	\$ 3,750	\$ (3,750)
Electric	780	390	391	(1)
Streetlighting	10,140	5,070	5,708	(638)
Water	13,500	6,750	2,554	4,196
Property Insurance	7,824	3,912	5,060	(1,148)
Entry & Wall Maintenance	2,500	1,250	-	1,250
Landscape Maintenance	30,366	15,183	13,041	2,142
Landscape Contingency	3,500	1,750	-	1,750
Mulch	4,650	2,325	-	2,325
Irrigation Repairs	-	-	-	-
Contingency	2,183	1,092	34,280	(33,189)
Capital Outlay	10,000	5,000	-	5,000
<b>Total Field</b>	<b>\$ 85,443</b>	<b>\$ 42,721</b>	<b>\$ 64,783</b>	<b>\$ (22,062)</b>
<b>Total Expenditure</b>	<b>\$ 177,344</b>	<b>\$ 92,180</b>	<b>\$ 113,661</b>	<b>\$ (21,481)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 0</b>	<b>\$ 85,164</b>	<b>\$ 88,393</b>	<b>\$ 46,191</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ 5,144	\$ 5,144
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,144</b>	<b>\$ 5,144</b>
<b>Net Change in Fund Balance</b>	<b>\$ 0</b>	<b>\$ 85,164</b>	<b>\$ 93,537</b>	<b>\$ 51,335</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 38,083</b>	
<b>Fund Balance - Ending</b>	<b>\$ 0</b>		<b>\$ 131,620</b>	

# Highland Meadows

## Community Development District

### Reserve

#### Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending March 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/24	Thru 03/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Reserve	\$ 25,000	\$ 25,000	\$ 24,634	\$ (366)
Interest Income	-	-	-	-
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 24,634</b>	<b>\$ (366)</b>
<b>Expenditures:</b>				
Capital Outlay	\$ 25,000	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 24,634</b>	<b>\$ (366)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ (5,144)	\$ (5,144)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,144)</b>	<b>\$ (5,144)</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 19,490</b>	<b>\$ (5,510)</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 30,144</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 49,634</b>	

**Highland Meadows**  
**Community Development District**  
**Debt Service Fund Series 2006A**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2024**

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
<b>Revenues:</b>				
Special Assessments - On Roll	\$ 87,984	\$ 87,984	\$ 86,019	\$ (1,965)
Interest Income	-	-	2,404	2,404
<b>Total Revenues</b>	<b>\$ 87,984</b>	<b>\$ 87,984</b>	<b>\$ 88,423</b>	<b>\$ 439</b>
<b>Expenditures:</b>				
Interest Expense - 11/01	\$ 21,725	\$ 21,725	\$ 21,725	\$ -
Interest Expense - 05/01	21,725	-	-	-
Principal Expense - 05/01	45,000	-	-	-
Special Call - 11/01	-	-	5,000	(5,000)
<b>Total Expenditures</b>	<b>\$ 88,450</b>	<b>\$ 21,725</b>	<b>\$ 26,725</b>	<b>\$ (5,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (466)</b>	<b>\$ 66,259</b>	<b>\$ 61,698</b>	<b>\$ (4,561)</b>
<b>Net Change in Fund Balance</b>	<b>\$ (466)</b>	<b>\$ 66,259</b>	<b>\$ 61,698</b>	<b>\$ (4,561)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 36,500</b>		<b>\$ 101,473</b>	
<b>Fund Balance - Ending</b>	<b>\$ 36,034</b>		<b>\$ 163,171</b>	

**Highland Meadows**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Special Assessments - On Roll	\$ -	\$ 9,728	\$ 160,226	\$ 1,153	\$ 1,137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,243
Interest Income	9	-	-	-	-	-	-	-	-	-	-	-	9
Misc. Income	-	715	-	29,087	-	-	-	-	-	-	-	-	29,802
<b>Total Revenues</b>	<b>\$ 9</b>	<b>\$ 10,443</b>	<b>\$ 160,226</b>	<b>\$ 30,240</b>	<b>\$ 1,137</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 202,055</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees/FICA	\$ -	\$ 800	\$ -	\$ 646	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,446
Engineering	1,041	650	593	-	-	-	-	-	-	-	-	-	2,284
Attorney	458	8,182	2,085	-	-	-	-	-	-	-	-	-	10,725
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Roll	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000
Dissemination Agent	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fees	3,254	2,917	2,917	2,917	2,917	2,917	-	-	-	-	-	-	17,838
Information Technology	58	150	150	150	150	150	-	-	-	-	-	-	808
Postage & Delivery	-	1	5	2	9	33	-	-	-	-	-	-	50
Insurance General Liability	5,973	-	-	-	-	-	-	-	-	-	-	-	5,973
Legal Advertising	1,285	302	-	-	-	-	-	-	-	-	-	-	1,587
Other Current Charges	67	-	253	-	-	-	-	-	-	-	-	-	320
Website Admin	423	100	100	100	100	100	-	-	-	-	-	-	923
Website Creation	-	-	-	1,750	-	-	-	-	-	-	-	-	1,750
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
<b>Total General &amp; Administrative</b>	<b>\$ 17,735</b>	<b>\$ 13,101</b>	<b>\$ 6,102</b>	<b>\$ 5,564</b>	<b>\$ 3,175</b>	<b>\$ 3,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,878</b>
<b>Field</b>													
Field Management	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,750
Electric	66	66	65	65	65	65	-	-	-	-	-	-	391
Streetlighting	958	958	958	958	937	937	-	-	-	-	-	-	5,708
Water	199	405	550	880	285	235	-	-	-	-	-	-	2,554
Property Insurance	5,060	-	-	-	-	-	-	-	-	-	-	-	5,060
Entry & Wall Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Landscape Maintenance	-	2,531	2,531	2,660	2,660	2,660	-	-	-	-	-	-	13,041
Irrigation Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingency	1,478	-	1,196	14,750	2,106	14,750	-	-	-	-	-	-	34,280
<b>Total Field</b>	<b>\$ 8,386</b>	<b>\$ 4,584</b>	<b>\$ 5,925</b>	<b>\$ 19,938</b>	<b>\$ 6,678</b>	<b>\$ 19,272</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,783</b>
<b>Total Expenditures</b>	<b>\$ 26,121</b>	<b>\$ 17,686</b>	<b>\$ 12,027</b>	<b>\$ 25,503</b>	<b>\$ 9,854</b>	<b>\$ 22,472</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 113,661</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (26,111)</b>	<b>\$ (7,243)</b>	<b>\$ 148,199</b>	<b>\$ 4,737</b>	<b>\$ (8,717)</b>	<b>\$ (22,472)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 88,393</b>
<b>Other Financing Sources/Uses:</b>													
Transfer In/(Out)	\$ 5,144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,144
<b>Total Other Financing Sources/Uses</b>	<b>\$ 5,144</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,144</b>
<b>Net Change in Fund Balance</b>	<b>\$ (20,967)</b>	<b>\$ (7,243)</b>	<b>\$ 148,199</b>	<b>\$ 4,737</b>	<b>\$ (8,717)</b>	<b>\$ (22,472)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,537</b>

# Highland Meadows

## Community Development District

### Long Term Debt Report

#### Series 2006A, Special Assessment Bonds

Original Issue Amount:		\$2,945,000.00
Interest Rate:	5.50%	
Maturity Date:	May 1, 2036	
Reserve Fund Definition	6.8977% of Bonds Outstanding	
Reserve Fund Requirement	\$54,147	
Reserve Fund Balance	55,888	
Bonds Outstanding - 9/30/2022		\$835,000
Less: Principal Payment - 05/01/2023		(\$45,000)
Less: Principal Payment - 11/01/23		(\$5,000)
<b>Current Bonds Outstanding</b>		<b>\$785,000</b>

**Highland Meadows**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts - City of Davenport**  
**Fiscal Year 2024**

<b>ON ROLL ASSESSMENTS</b>	Gross Assessments	\$	188,664.34	\$	26,595.74	\$	94,606.08	\$	309,866.16
	Net Assessments	\$	177,344.48	\$	25,000.00	\$	89,875.78	\$	292,220.25

Date	Discount/(Penalty)	Commission	Interest	Net Receipts	2015			Total
					O&M Portion	Capital Reserve	Debt Service	
10/14/23	\$ 25.08	\$ 9.05		\$ 443.63	270.11	\$ 38.08	\$ 135.45	\$ 443.64
10/31/23	38.78	18.62		912.24	555.42	78.30	278.52	912.24
11/05/23	77.79	37.34		1,829.51	1,113.91	157.03	558.57	1,829.51
11/12/23	543.87	261.05		12,791.48	7,788.19	1,097.89	3,905.40	12,791.48
12/08/23	310.73	149.14		7307.97	4,449.51	627.24	2231.22	7307.97
12/22/23	10,839.40	5,202.81		254,937.59	155,220.67	21,881.23	77,835.69	254,937.59
12/29/23	38.79	18.62		912.23	555.41	78.30	278.52	912.23
01/17/24			738.00	738.00	449.34	63.34	225.32	738.00
01/10/24	36.47	23.58	-	1,155.53	703.55	99.18	352.80	1,155.53
02/09/24	38.90	38.11	-	1,867.63	1,137.12	160.30	570.21	1,867.63
<b>TOTAL</b>	<b>\$ 11,949.81</b>	<b>\$ 5,758.32</b>	<b>\$ 738.00</b>	<b>\$ 282,895.81</b>	<b>\$ 172,243.23</b>	<b>\$ 24,280.89</b>	<b>\$ 86,371.70</b>	<b>\$ 282,895.82</b>

# SECTION 4





April 19, 2024

Brittany Brookes – Recording Secretary  
Highland Meadows CDD  
219 E. Livingston Street  
Orlando, Florida 32801-1508

**RE: Highland Meadows Community Development District Registered Voters**

Dear Ms. Brookes,

In response to your request, there are currently **373** voters within the Highland Meadows Community Development District. This number of registered voters in said District is as of **April 15, 2024**.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Lori Edwards". The signature is written in a cursive, flowing style.

Lori Edwards  
Supervisor of Elections  
Polk County, Florida