

***Highland Meadows  
Community Development District***

***Agenda***

***August 23, 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

August 16, 2024

### **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, August 23, 2024, at 2:00 PM** 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/85369620478>

**Call-In Information:** 1-646-931-3860 **Meeting ID:** 853 6962 0478

Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period
3. Organizational Matters
  - A. Acceptance of Resignation of Supervisor Martinez, Seat 2
  - 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 2024-07 Electing Officers
4. Public Hearing
  - A. Consideration of Resolution 2024-08 Adopting the Fiscal Year 2025 Proposed Budget and Appropriating Funds
  - B. Consideration of Resolution 2024-09 Imposing Fiscal Year 2025 Special Assessments and Certifying an Assessment Roll
5. Approval of Minutes of the May 3, 2024 Audit Committee and Board of Supervisors Meetings
6. Consideration of Resolution 2024-10 Declaring Seats 3, 4 and 5 Vacant Effective November 19, 2024
7. Ratification of Traffic Agreement with the City of Davenport
8. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Field Manager's Report

- i. Ratification of CCTV Storm Line Service Proposal
  - D. District Manager's Report
    - i. Action Items
    - ii. Approval of Check Register
    - iii. Balance Sheet and Income Statement
    - iv. Adoption of District Goals & Objectives
    - v. Approval of Fiscal Year 2025 Meeting Schedule
- 9. Other Business
- 10. Supervisors Requests
- 11. Adjournment

# SECTION III

# SECTION A

7/28/24.

I Ralph Martinez

Respectfully Resigns from

Highland Meadows C.D.D.

effective 7/28/24.

Thank you

~~Ralph Martinez~~  
Ralph Martinez.

# SECTION D



**RESOLUTION 2024-07**

**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	<u>Jill Burns</u>
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	<u>Tricia Adams</u>
Treasurer	<u>George Flint</u>
Assistant Treasurer	<u>Katie Costa</u>
Assistant Treasurer	<u>Darrin Mossing Sr.</u>

**PASSED AND ADOPTED** this 23rd day of AUGUST 2024.

ATTEST:

**HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT  
DISTRICT**

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

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

# SECTION IV

# SECTION A

## RESOLUTION 2024-08

### **THE ANNUAL APPROPRIATION RESOLUTION OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2024, submitted to the Board of Supervisors (“**Board**”) of the Highland Meadows Community Development District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”), along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

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

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

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

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

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

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

**SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Highland Meadows Community Development District for the Fiscal Year Ending September 30, 2025.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least two (2) years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2024/2025, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
CAPITAL RESERVE FUND(S)	\$ _____
DEBT SERVICE SERIES 2006A	\$ _____
TOTAL ALL FUNDS	\$ _____

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2024/2025 or within sixty (60) days following the end of the Fiscal Year 2024/2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.

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

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

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

**PASSED AND ADOPTED THIS 23RD DAY OF AUGUST 2024.**

ATTEST:

**HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT  
DISTRICT**

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

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

**Exhibit A** Fiscal Year 2024/2025 Budget

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

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



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

Description	Adopted Budget FY2024	Actuals Thru 7/31/24	Projected Next 2 Months	Projected Thru 9/30/24	Proposed Budget FY2025
<b>Revenues</b>					
Special Assessments - On Roll	\$ 177,344	\$ 177,789	\$ -	\$ 177,789	\$ 262,129
Interest Income	-	9	-	9	-
Misc. Income - Insurance Proceeds (Wall Damage)	-	30,102	-	30,102	-
<b>Total Revenues</b>	<b>\$ 177,344</b>	<b>\$ 207,900</b>	<b>\$ -</b>	<b>\$ 207,900</b>	<b>\$ 262,129</b>
<b>Expenditures</b>					
<i>General &amp; Administrative</i>					
Supervisor Fees/FICA	\$ 5,000	\$ 2,307	\$ 1,077	\$ 3,384	\$ 5,000
Engineering	10,000	5,974	1,991	7,965	7,500
Attorney	10,000	21,631	7,210	28,841	15,000
Legal Fees Contingency	-	-	-	-	5,000
Annual Audit	3,400	3,400	-	3,400	3,200
Assessment Roll - Admin	5,678	5,000	-	5,000	5,000
Assessment Roll - County	-	-	3,755	3,755	3,090
Dissemination Agent	2,400	-	-	-	2,400
Trustee Fees	3,500	-	4,041	4,041	4,100
Management Fees	35,449	29,505	5,833	35,338	35,000
Information Technology	-	1,408	300	1,708	1,800
Postage & Delivery	-	670	50	720	100
Insurance General Liability	3,342	5,973	-	5,973	6,500
Legal Advertising	3,000	2,451	500	2,951	3,000
Other Current Charges	7,219	492	150	642	1,000
Website Admin	2,738	1,323	200	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>\$ 82,059</b>	<b>\$ 25,107</b>	<b>\$ 107,166</b>	<b>\$ 99,065</b>
<i>Field</i>					
Field Management	\$ -	\$ 6,250	\$ 1,250	\$ 7,500	\$ 7,500
Electric	780	650	130	780	858
Streetlighting	10,140	9,445	1,900	11,345	12,000
Water	13,500	3,680	800	4,480	6,500
Property Insurance	7,824	5,060	-	5,060	5,000
General Repairs & Maintenance	2,500	-	500	500	9,000
Landscape Maintenance	30,366	28,031	5,320	33,351	31,920
Landscape Contingency	3,500	-	-	-	9,000
Mulch	4,650	2,900	-	2,900	-
Irrigation Repairs	-	245	500	745	750
Contingency	2,183	12,815	1,500	14,315	10,745
Capital Outlay - Wall Repair	10,000	29,500	-	29,500	-
<b>Total Field</b>	<b>\$ 85,443</b>	<b>\$ 98,576</b>	<b>\$ 11,900</b>	<b>\$ 110,476</b>	<b>\$ 93,273</b>
<b>Total Expenditures</b>	<b>\$ 177,344</b>	<b>\$ 180,635</b>	<b>\$ 37,007</b>	<b>\$ 217,642</b>	<b>\$ 192,338</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 0</b>	<b>\$ 27,265</b>	<b>\$ (37,007)</b>	<b>\$ (9,742)</b>	<b>\$ 69,791</b>
<i>Other Financing Sources/(Uses):</i>					
Transfer In	\$ -	\$ 5,144	\$ -	\$ 5,144	\$ -
Transfer Out - Capital Reserve	-	-	-	-	(69,791)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ 5,144</b>	<b>\$ -</b>	<b>\$ 5,144</b>	<b>\$ (69,791)</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 0</b>	<b>\$ 32,409</b>	<b>\$ (37,007)</b>	<b>\$ (4,598)</b>	<b>\$ -</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, PLLC** 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	\$ 25,062	\$ -	\$ 25,062	\$ -
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 25,062</b>	<b>\$ -</b>	<b>\$ 25,062</b>	<b>\$ -</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>\$ 25,062</b>	<b>\$ -</b>	<b>\$ 25,062</b>	<b>\$ -</b>
<b>Other Financing Sources/(Uses):</b>					
Transfer In/(Out)	\$ -	\$ (5,144)	\$ -	\$ (5,144)	\$ (69,791)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ (5,144)</b>	<b>\$ -</b>	<b>\$ (5,144)</b>	<b>\$ (69,791)</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 19,918</b>	<b>\$ -</b>	<b>\$ 19,918</b>	<b>\$ -</b>

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

Description	Adopted Budget FY2024	Actuals Thru 7/31/24	Projected Next 2 Months	Projected Thru 9/30/24	Proposed Budget FY2025
<b>Revenues</b>					
Assessments	\$ 87,984	\$ 89,149	\$ -	\$ 89,149	\$ 87,048
Interest	-	4,552	500	5,052	-
Carry Forward Surplus	36,500	42,515	-	42,515	48,403
<b>Total Revenues</b>	<b>\$ 124,484</b>	<b>\$ 136,216</b>	<b>\$ 500</b>	<b>\$ 136,716</b>	<b>\$ 135,451</b>
<b>Expenditures</b>					
Interest - 11/1	\$ 21,725	21,588	\$ -	\$ 21,588	\$ 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>\$ 93,313</b>	<b>\$ -</b>	<b>\$ 88,313</b>	<b>\$ 85,700</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 36,034</b>	<b>\$ 42,903</b>	<b>\$ 500</b>	<b>\$ 48,403</b>	<b>\$ 49,751</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>

**Highland Meadows**  
**Community Development District**  
**Non-Ad Valorem Assessments Comparison**  
**2024-2025**

Neighborhood	O&M Units	Bonds Units Series 2006A	Annual Maintenance Assessments			Annual Debt Assessments			Total Assessed Per Unit		
			FY 2025	FY2024	Increase/(decrease)	FY 2025	FY2024	Increase/(decrease)	FY 2025	FY2024	Increase/(decrease)
Single Family	222	96	<b>\$1,269.64</b>	\$969.64	<b>\$300.00</b>	<b>\$975.00</b>	\$975.00	<b>\$0.00</b>	<b>\$2,244.64</b>	\$1,944.64	<b>\$300.00</b>
Total	222	96									

# SECTION B



**RESOLUTION 2024-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2024/2025; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

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

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

**WHEREAS**, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

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

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

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

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

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such

special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

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

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

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

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

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

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

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

to the District.

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

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

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

**PASSED AND ADOPTED** this 23rd day of August 2024.

ATTEST:

**HIGHLAND MEADOWS  
COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

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

**Exhibit A:** Budget  
**Exhibit B:** Assessment Roll

**Highland Meadows CDD**  
**FY 25 Roll**

PARCEL ID	FY 25 O&M	2006 DEBT	TOTAL
272709729503000010	\$1,269.64	\$0.00	\$1,269.64
272709729503000020	\$1,269.64	\$0.00	\$1,269.64
272709729503000030	\$1,269.64	\$0.00	\$1,269.64
272709729503000040	\$1,269.64	\$0.00	\$1,269.64
272709729503000050	\$1,269.64	\$0.00	\$1,269.64
272709729503000060	\$1,269.64	\$0.00	\$1,269.64
272709729503000070	\$1,269.64	\$975.00	\$2,244.64
272709729503000080	\$1,269.64	\$975.00	\$2,244.64
272709729503000090	\$1,269.64	\$975.00	\$2,244.64
272709729503000100	\$1,269.64	\$975.00	\$2,244.64
272709729503000110	\$1,269.64	\$975.00	\$2,244.64
272709729503000120	\$1,269.64	\$975.00	\$2,244.64
272709729503000130	\$1,269.64	\$975.00	\$2,244.64
272709729503000140	\$1,269.64	\$975.00	\$2,244.64
272709729503000150	\$1,269.64	\$975.00	\$2,244.64
272709729503000160	\$1,269.64	\$975.00	\$2,244.64
272709729503000170	\$1,269.64	\$0.00	\$1,269.64
272709729503000180	\$1,269.64	\$0.00	\$1,269.64
272709729503000190	\$1,269.64	\$0.00	\$1,269.64
272709729503000200	\$1,269.64	\$0.00	\$1,269.64
272709729503000210	\$1,269.64	\$0.00	\$1,269.64
272709729503000220	\$1,269.64	\$0.00	\$1,269.64
272709729503000230	\$1,269.64	\$0.00	\$1,269.64
272709729503000240	\$1,269.64	\$0.00	\$1,269.64
272709729503000250	\$1,269.64	\$0.00	\$1,269.64
272709729503000260	\$1,269.64	\$0.00	\$1,269.64
272709729503000270	\$1,269.64	\$0.00	\$1,269.64
272709729503000280	\$1,269.64	\$0.00	\$1,269.64
272709729503000290	\$1,269.64	\$0.00	\$1,269.64
272709729503000300	\$1,269.64	\$975.00	\$2,244.64
272709729503000310	\$1,269.64	\$975.00	\$2,244.64
272709729503000320	\$1,269.64	\$975.00	\$2,244.64
272709729503000330	\$1,269.64	\$975.00	\$2,244.64
272709729503000340	\$1,269.64	\$975.00	\$2,244.64
272709729503000350	\$1,269.64	\$975.00	\$2,244.64
272709729503000360	\$1,269.64	\$975.00	\$2,244.64
272709729503000370	\$1,269.64	\$975.00	\$2,244.64
272709729503000380	\$1,269.64	\$975.00	\$2,244.64
272709729503000390	\$1,269.64	\$0.00	\$1,269.64
272709729503000400	\$1,269.64	\$0.00	\$1,269.64
272709729503000410	\$1,269.64	\$0.00	\$1,269.64
272709729503000420	\$1,269.64	\$0.00	\$1,269.64

<b>PARCEL ID</b>	<b>FY 25 O&amp;M</b>	<b>2006 DEBT</b>	<b>TOTAL</b>
272709729503000430	\$1,269.64	\$0.00	\$1,269.64
272709729503000440	\$1,269.64	\$975.00	\$2,244.64
272709729503000450	\$1,269.64	\$975.00	\$2,244.64
272709729503000460	\$1,269.64	\$975.00	\$2,244.64
272709729503000470	\$1,269.64	\$0.00	\$1,269.64
272709729503000480	\$1,269.64	\$0.00	\$1,269.64
272709729503000490	\$1,269.64	\$975.00	\$2,244.64
272709729503000500	\$1,269.64	\$975.00	\$2,244.64
272709729503000510	\$1,269.64	\$975.00	\$2,244.64
272709729503000520	\$1,269.64	\$975.00	\$2,244.64
272709729503000530	\$1,269.64	\$0.00	\$1,269.64
272709729503000540	\$1,269.64	\$975.00	\$2,244.64
272709729503000550	\$1,269.64	\$975.00	\$2,244.64
272709729503000560	\$1,269.64	\$975.00	\$2,244.64
272709729503000570	\$1,269.64	\$975.00	\$2,244.64
272709729503000580	\$1,269.64	\$975.00	\$2,244.64
272709729503000590	\$1,269.64	\$975.00	\$2,244.64
272709729503000600	\$1,269.64	\$975.00	\$2,244.64
272709729503000610	\$1,269.64	\$975.00	\$2,244.64
272709729503000620	\$1,269.64	\$975.00	\$2,244.64
272709729503000630	\$1,269.64	\$975.00	\$2,244.64
272709729503000640	\$1,269.64	\$975.00	\$2,244.64
272709729503000650	\$1,269.64	\$975.00	\$2,244.64
272709729503000660	\$1,269.64	\$975.00	\$2,244.64
272709729503000670	\$1,269.64	\$975.00	\$2,244.64
272709729503000680	\$1,269.64	\$975.00	\$2,244.64
272709729503000690	\$1,269.64	\$975.00	\$2,244.64
272709729503000700	\$1,269.64	\$975.00	\$2,244.64
272709729503000710	\$1,269.64	\$975.00	\$2,244.64
272709729503000720	\$1,269.64	\$975.00	\$2,244.64
272709729503000730	\$1,269.64	\$975.00	\$2,244.64
272709729503000740	\$1,269.64	\$975.00	\$2,244.64
272709729503000750	\$1,269.64	\$975.00	\$2,244.64
272709729503000760	\$1,269.64	\$975.00	\$2,244.64
272709729503000770	\$1,269.64	\$975.00	\$2,244.64
272709729503000780	\$1,269.64	\$975.00	\$2,244.64
272709729503000790	\$1,269.64	\$975.00	\$2,244.64
272709729503000800	\$1,269.64	\$975.00	\$2,244.64
272709729503000810	\$1,269.64	\$975.00	\$2,244.64
272709729503000820	\$1,269.64	\$975.00	\$2,244.64
272709729503000830	\$1,269.64	\$975.00	\$2,244.64
272709729503000840	\$1,269.64	\$975.00	\$2,244.64
272709729503000850	\$1,269.64	\$975.00	\$2,244.64
272709729503000860	\$1,269.64	\$975.00	\$2,244.64
272709729503000870	\$1,269.64	\$975.00	\$2,244.64
272709729503000880	\$1,269.64	\$975.00	\$2,244.64

<b>PARCEL ID</b>	<b>FY 25 O&amp;M</b>	<b>2006 DEBT</b>	<b>TOTAL</b>
272709729503000890	\$1,269.64	\$975.00	\$2,244.64
272709729503000900	\$1,269.64	\$975.00	\$2,244.64
272709729503000910	\$1,269.64	\$975.00	\$2,244.64
272709729503000920	\$1,269.64	\$975.00	\$2,244.64
272709729503000930	\$1,269.64	\$975.00	\$2,244.64
272709729503000940	\$1,269.64	\$975.00	\$2,244.64
272709729503000950	\$1,269.64	\$975.00	\$2,244.64
272709729503000960	\$1,269.64	\$975.00	\$2,244.64
272709729503000970	\$1,269.64	\$975.00	\$2,244.64
272709729503000980	\$1,269.64	\$975.00	\$2,244.64
272709729503000990	\$1,269.64	\$975.00	\$2,244.64
272709729503001000	\$1,269.64	\$975.00	\$2,244.64
272709729503001010	\$1,269.64	\$975.00	\$2,244.64
272709729503001020	\$1,269.64	\$975.00	\$2,244.64
272709729503001030	\$1,269.64	\$975.00	\$2,244.64
272709729503001040	\$1,269.64	\$975.00	\$2,244.64
272709729503001050	\$1,269.64	\$975.00	\$2,244.64
272709729503001060	\$1,269.64	\$975.00	\$2,244.64
272709729503001070	\$1,269.64	\$975.00	\$2,244.64
272709729503001080	\$1,269.64	\$975.00	\$2,244.64
272709729503001090	\$1,269.64	\$975.00	\$2,244.64
272709729503001100	\$1,269.64	\$975.00	\$2,244.64
272709729503001110	\$1,269.64	\$975.00	\$2,244.64
272709729503001120	\$1,269.64	\$975.00	\$2,244.64
272709729503001130	\$1,269.64	\$975.00	\$2,244.64
272709729503001140	\$1,269.64	\$975.00	\$2,244.64
272709729503001150	\$1,269.64	\$975.00	\$2,244.64
272709729503001160	\$1,269.64	\$975.00	\$2,244.64
272709729503001170	\$1,269.64	\$975.00	\$2,244.64
272709729503001180	\$1,269.64	\$975.00	\$2,244.64
272709729503001190	\$1,269.64	\$975.00	\$2,244.64
272709729503001200	\$1,269.64	\$975.00	\$2,244.64
272709729503001210	\$1,269.64	\$975.00	\$2,244.64
272709729503001220	\$1,269.64	\$975.00	\$2,244.64
272709729503001230	\$1,269.64	\$975.00	\$2,244.64
272709729503001240	\$1,269.64	\$0.00	\$1,269.64
272709729504001250	\$1,269.64	\$0.00	\$1,269.64
272709729504001260	\$1,269.64	\$0.00	\$1,269.64
272709729504001270	\$1,269.64	\$0.00	\$1,269.64
272709729504001280	\$1,269.64	\$0.00	\$1,269.64
272709729504001290	\$1,269.64	\$0.00	\$1,269.64
272709729504001300	\$1,269.64	\$0.00	\$1,269.64
272709729504001310	\$1,269.64	\$0.00	\$1,269.64
272709729504001320	\$1,269.64	\$0.00	\$1,269.64
272709729504001330	\$1,269.64	\$0.00	\$1,269.64
272709729504001340	\$1,269.64	\$0.00	\$1,269.64

<b>PARCEL ID</b>	<b>FY 25 O&amp;M</b>	<b>2006 DEBT</b>	<b>TOTAL</b>
272709729504001350	\$1,269.64	\$0.00	\$1,269.64
272709729504001360	\$1,269.64	\$0.00	\$1,269.64
272709729504001370	\$1,269.64	\$0.00	\$1,269.64
272709729504001380	\$1,269.64	\$0.00	\$1,269.64
272709729504001390	\$1,269.64	\$0.00	\$1,269.64
272709729504001400	\$1,269.64	\$0.00	\$1,269.64
272709729504001410	\$1,269.64	\$0.00	\$1,269.64
272709729504001420	\$1,269.64	\$0.00	\$1,269.64
272709729504001430	\$1,269.64	\$0.00	\$1,269.64
272709729504001440	\$1,269.64	\$0.00	\$1,269.64
272709729504001450	\$1,269.64	\$0.00	\$1,269.64
272709729504001460	\$1,269.64	\$0.00	\$1,269.64
272709729504001470	\$1,269.64	\$0.00	\$1,269.64
272709729504001480	\$1,269.64	\$0.00	\$1,269.64
272709729504001490	\$1,269.64	\$0.00	\$1,269.64
272709729504001500	\$1,269.64	\$0.00	\$1,269.64
272709729504001510	\$1,269.64	\$0.00	\$1,269.64
272709729504001520	\$1,269.64	\$0.00	\$1,269.64
272709729504001530	\$1,269.64	\$0.00	\$1,269.64
272709729504001540	\$1,269.64	\$0.00	\$1,269.64
272709729504001550	\$1,269.64	\$0.00	\$1,269.64
272709729504001560	\$1,269.64	\$0.00	\$1,269.64
272709729504001570	\$1,269.64	\$0.00	\$1,269.64
272709729504001580	\$1,269.64	\$0.00	\$1,269.64
272709729504001590	\$1,269.64	\$0.00	\$1,269.64
272709729504001600	\$1,269.64	\$0.00	\$1,269.64
272709729504001610	\$1,269.64	\$0.00	\$1,269.64
272709729504001620	\$1,269.64	\$0.00	\$1,269.64
272709729504001630	\$1,269.64	\$0.00	\$1,269.64
272709729504001640	\$1,269.64	\$0.00	\$1,269.64
272709729504001650	\$1,269.64	\$0.00	\$1,269.64
272709729504001660	\$1,269.64	\$0.00	\$1,269.64
272709729504001670	\$1,269.64	\$0.00	\$1,269.64
272709729504001680	\$1,269.64	\$0.00	\$1,269.64
272709729504001690	\$1,269.64	\$0.00	\$1,269.64
272709729504001700	\$1,269.64	\$0.00	\$1,269.64
272709729504001710	\$1,269.64	\$0.00	\$1,269.64
272709729504001720	\$1,269.64	\$0.00	\$1,269.64
272709729504001730	\$1,269.64	\$0.00	\$1,269.64
272709729504001740	\$1,269.64	\$0.00	\$1,269.64
272709729504001750	\$1,269.64	\$0.00	\$1,269.64
272709729504001760	\$1,269.64	\$0.00	\$1,269.64
272709729504001770	\$1,269.64	\$0.00	\$1,269.64
272709729504001780	\$1,269.64	\$0.00	\$1,269.64
272709729504001790	\$1,269.64	\$0.00	\$1,269.64
272709729504001800	\$1,269.64	\$0.00	\$1,269.64

<b>PARCEL ID</b>	<b>FY 25 O&amp;M</b>	<b>2006 DEBT</b>	<b>TOTAL</b>
272709729504001810	\$1,269.64	\$0.00	\$1,269.64
272709729504001820	\$1,269.64	\$0.00	\$1,269.64
272709729504001830	\$1,269.64	\$0.00	\$1,269.64
272709729504001840	\$1,269.64	\$0.00	\$1,269.64
272709729504001850	\$1,269.64	\$0.00	\$1,269.64
272709729504001860	\$1,269.64	\$0.00	\$1,269.64
272709729504001870	\$1,269.64	\$0.00	\$1,269.64
272709729504001880	\$1,269.64	\$0.00	\$1,269.64
272709729504001890	\$1,269.64	\$0.00	\$1,269.64
272709729504001900	\$1,269.64	\$0.00	\$1,269.64
272709729504001910	\$1,269.64	\$0.00	\$1,269.64
272709729504001920	\$1,269.64	\$0.00	\$1,269.64
272709729504001930	\$1,269.64	\$0.00	\$1,269.64
272709729504001940	\$1,269.64	\$0.00	\$1,269.64
272709729504001950	\$1,269.64	\$0.00	\$1,269.64
272709729504001960	\$1,269.64	\$0.00	\$1,269.64
272709729504001970	\$1,269.64	\$0.00	\$1,269.64
272709729504001980	\$1,269.64	\$0.00	\$1,269.64
272709729504001990	\$1,269.64	\$0.00	\$1,269.64
272709729504002000	\$1,269.64	\$0.00	\$1,269.64
272709729504002010	\$1,269.64	\$0.00	\$1,269.64
272709729504002020	\$1,269.64	\$0.00	\$1,269.64
272709729504002030	\$1,269.64	\$0.00	\$1,269.64
272709729504002040	\$1,269.64	\$0.00	\$1,269.64
272709729504002050	\$1,269.64	\$0.00	\$1,269.64
272709729504002060	\$1,269.64	\$0.00	\$1,269.64
272709729504002070	\$1,269.64	\$0.00	\$1,269.64
272709729504002080	\$1,269.64	\$0.00	\$1,269.64
272709729504002090	\$1,269.64	\$0.00	\$1,269.64
272709729504002100	\$1,269.64	\$0.00	\$1,269.64
272709729504002110	\$1,269.64	\$0.00	\$1,269.64
272709729504002120	\$1,269.64	\$0.00	\$1,269.64
272709729504002130	\$1,269.64	\$0.00	\$1,269.64
272709729504002140	\$1,269.64	\$0.00	\$1,269.64
272709729504002150	\$1,269.64	\$0.00	\$1,269.64
272709729504002160	\$1,269.64	\$0.00	\$1,269.64
272709729504002170	\$1,269.64	\$0.00	\$1,269.64
272709729504002180	\$1,269.64	\$0.00	\$1,269.64
272709729504002190	\$1,269.64	\$0.00	\$1,269.64
272709729504002200	\$1,269.64	\$0.00	\$1,269.64
272709729504002210	\$1,269.64	\$0.00	\$1,269.64
272709729504002220	\$1,269.64	\$0.00	\$1,269.64
<b>Total Gross Assessments</b>	<b>\$281,860.08</b>	<b>\$93,600.00</b>	<b>\$375,460.08</b>
<b>Total Net Assessments</b>	<b>\$262,129.87</b>	<b>\$87,048.00</b>	<b>\$349,177.87</b>



# MINUTES

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

The Audit Committee meeting of the Highland Meadows Community Development District was held on Friday, **May 3, 2024** at 9:32 a.m. at the Lake Alfred Public Library, 245 North Seminole Ave., Lake Alfred, Florida.

Present were:

Cindy Chenowith  
Eric Chenowith  
Headley Oliver

Chairman  
Assistant Secretary  
Assistant Secretary

Also, present were:

Tricia Adams  
Roy Van Wyk  
Chance Arrington  
Joel Blanco

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
District Engineer  
Field Manager, GMS

*The following is a summary of the discussions and actions taken at the May 3, 2024 Highland Meadows Community Development District's Audit Committee Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order and stated three 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**

**Approval of Minutes of the November 17, 2023 Audit Committee Meeting**

Ms. Adams presented the minutes of the November 17, 2023, Audit Committee Meeting. She noted the minutes had been reviewed by District Counsel and staff.

On MOTION by Ms. Chenowith, seconded by Mr. Oliver, with all in favor, the Minutes of the November 17, 2023, Audit Committee Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Review of Proposals and Tally of Audit Committee Members Rankings**

**A. Grau & Associates**

**B. DiBartolomeo, McBee, Hartley, & Barnes Rank #2**

Ms. Adams stated during the November audit meeting the Board had authorized staff to notice for proposals and two proposals were received. She noted this in an annual requirement for an independent audit and can be agreed upon for a 5-year term.

She reviewed the proposals and ranking sheets. She explained the approved criteria for each area. She added the Board could approve individual rankings or consensus ranking by the Board. She noted both firms had completed reviews on time and were used by other CDDs.

Ms. Chenowith stated Grau had been used in the past. The Board provided rankings for each proposal and the results were that Grau was awarded 99 points, and DiBartolomeo was awarded 96 points. Therefore, Grau was ranked #1 and DiBartolomeo was ranked #2.

On MOTION by Ms. Chenowith, seconded by Mr. Oliver, with all in favor, Grau & Associates Ranked #1 and DiBartolomeo Ranked #2, was approved.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Adams asked for a motion to adjourn.

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

May 3, 2024

Highland Meadows CDD

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Secretary/Assistant Secretary

---

Chairman/Vice Chairman

**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, **May 3, 2024**, at the Lake Alfred Public Library, 245 North Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Cindy Chenowith  
Eric Chenowith  
Headley Oliver  
Kevin Serrano

Chairman  
Assistant Secretary  
Assistant Secretary  
Appointed as Assistant Secretary

Also, present were:

Tricia Adams  
Roy Van Wyk  
Chance Arrington *via Zoom*  
Joel Blanco

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
District Engineer  
Field Manager, GMS

*The following is a summary of the discussions and actions taken at the May 3, 2024 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 three Board members were in attendance, constituting a quorum. Mr. Serrano was appointed during the meeting as Assistant Secretary.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams asked for members of the public to provide comments. The Board asked to add scheduling of Board meetings to the agenda. Ms. Adams noted they will be setting a public hearing and discussed the upcoming agendas and meeting dates.

After discussion the Board asked to not have the meetings on Fridays. They decided to have the meetings as scheduled for this fiscal year and make the changes for the new year. Ms. Adams will plan and propose the new schedule.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Supervisor Williams, Seat 1**

Ms. Adams stated a resignation letter had been received from Supervisor Williams in Seat #1. This seat term expires in November of 2026. Acceptance of the resignation will allow the Board to declare the seat vacant and make an appointment.

On MOTION by Ms. Cindy Chenowith, seconded by Mr. Eric Chenowith, with all in favor, the Acceptance of Resignation of Supervisor Williams in Seat 1, was approved.

**B. Appointment of Individual to Fulfill Vacancy with Term Ending November 2026**

Ms. Adams stated the Board can appoint a qualified elector for Seat #1. She noted they must be at least 18 years of age, a resident of the United States, a resident of the state of Florida, live within the boundaries of Highland Meadows, and are a registered voter with Polk Elections office.

After discussion the Board made a recommendation for Kevin Serrano to be appointed to Seat #1. Mr. Serrano's background and qualifications were discussed and verified.

On MOTION by Ms. Cindy Chenowith, seconded by Mr. Eric Chenowith, with all in favor, to Appoint Mr. Kevin Serrano to Seat #1 which Expires in November 2026, was approved.

**C. Administration of Oath of Office to Newly Appointed Supervisor**

Ms. Adams, a Florida Notary duly authorized administered the Oath of Office to Mr. Serrano. She added there will be additional information (including completing Form 1) provided to him. She explained the requirement to complete the Ethics training. District Counsel reviewed key guidelines for Florida Sunshine Laws.

Ms. Adams noted they will provide the guide on the sunshine amendment and code of ethics for public officers and employees. Ms. Adams reviewed the compensation for the Board, and it was noted Mr. Serrano accepted.

**D. Consideration of Resolution 2024-02 Electing Officers**

Ms. Adams stated upon a new seat appointment the Board is required to elect new officers with Resolution 2024-04. She reviewed the current lineup of officers as Ms. Cindy Chenowith as Chair, and other Board members serving as assistant secretaries.

Ms. Chenowith suggested appointing Mr. Oliver as Vice Chair. The motion for the new slate of Officers will be Ms. Chenowith as Chair, Mr. Oliver as Vice Chair and other Board Members as Assistant Secretaries. She noted Jill Burns would be Secretary, Ms. Tricia Adams, as Assistant Secretary, and Mr. Flint as Treasurer and other members of the accounting team will be other officers.

On MOTION by Ms. Cindy Chenowith, seconded by Mr. Oliver, with all in favor, Resolution 2024-02 Election of Officers will be Ms. Chenowith as Chair, Mr. Oliver as Vice Chairman, Mr. Chenowith and Mr. Serrano as the Assistant Secretaries, with other Staff Members as Officers, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the November 17, 2023 and December 8, 2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the November 17, 2023, and December 8, 2023, Board of Supervisors meetings. She noted they had been reviewed by District counsel and District management.

On MOTION by Mr. Eric Chenowith, seconded by Mr. Serrano, with all in favor, the Minutes of the November 17, 2023, and the December 8, 2023, Board of Supervisors Meetings, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03  
Approving the Fiscal Year 2025 Proposed  
Budget and Setting a Public Hearing to  
Approved Budget**

Ms. Adams stated this resolution is the Fiscal Year (FY) 2025 proposed budget and setting a public hearing to adopt the budget. She noted the proposed budget is required to be approved by June 15 each year. She reviewed the budget for fiscal year FY2025 to begin October 1, 2024, through September 30, 2025. She suggested the public hearing for the August meeting date. She noted approval of the proposed budget sets the cap on operations and maintenance assessment for FY2025.

Ms. Adams stated approval of the resolution approves the proposed budget and sets the public hearing for August 23, 2024, at 2:00 p.m. at the Lake Alfred Public Library. She noted this resolution allows for the transmittal of the budget to the local governments, to post the budget to the CDD website, and to notice the budget hearing in accordance with Florida Statutes.

Ms. Adams reviewed the budget to include the general fund revenues, general fund expenses, the capital reserve fund, and collection of the bond debt fees. Staff reviewed current expenditures and spending projections. The district receives CDD maintenance assessments which are collected on the annual Polk County property tax bill. She noted the gross assessment amount assumes property owners will receive the early payment discount and accounts for fees collected by Polk County and the net assessment is what the District will receive.

Past budgets and the process for estimating a proposed budget was discussed to include legal services. Mr. Chenowith preferred that one-time legal expenses such as the litigation costs to defend sovereign citizen claims not be budgeted in the regular attorney fee line item. Based on discussion, Ms. Adams stated it sounded like the Board would like to put in \$15,000 for the 2025 budget for general legal fees and \$5,000 for legal contingency fees so that change will be made.

Ms. Adams further explained the general and administrative budgeting include the expenses to operate the district in accordance with Florida Statutes and in compliance with the bond trust indenture. She explained the proposed amounts for field expenses include the costs to maintain the district's infrastructure and common areas.

She added there are 222 units in the Highland Meadows CDD. The proposed budget shows a \$30,000 contribution for the Capital Reserve Fund. Board members were concerned that the Capital Reserve Fund had been depleted and that the roads will need to be replaced in the near



future. The Board discussed reserve funds and estimated costs for road repairs. Ms. Chenowith proposed to increase the assessments in order to increase capital reserve funding, and suggested an increase of \$400 per unit. Other Board members were concerned about the increase. She suggested to meet in the middle with a \$300 increase per unit.

After discussion the Board made the decision to propose an increase the operations and maintenance assessments by \$300 per unit.

On MOTION by Ms. Cindy Chenowith, seconded by Mr. Serrano, with Ms. Cindy Chenowith, Mr. Serrano, and Mr. Oliver in favor and Mr. Eric Chenowith opposed, Resolution 2024-03 Approving the Fiscal Year 2025 Proposed Budget and Sets the Public Hearing for August 23, 2024, at 2:00 p.m. at the Lake Alfred Public Library, was approved as amended 3-1.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04  
Related to the General Election and  
Qualifying Period Procedures**

Ms. Adams stated this resolution clarifies there are three seats in the general election. These include Seat #3, Seat #4 and Seat #5. The qualifying period is facilitated by the Polk Elections office starting a 12:00 (noon) June 10<sup>th</sup> through noon on June 14, 2024. She announced the Seat #4 is currently held by Cindy Chenowith, Seat #3 is held by Eric Chenowith, and Seat #5 is held by Headley Oliver.

On MOTION by Ms. Cindy Chenowith, seconded by Mr. Oliver, with all in favor, Resolution 2024-04 Related to the General Election and Qualifying Period, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05  
Appointing Assistant Treasurer &  
Assistant Secretaries**

Ms. Adams stated this item will be removed from the agenda because it was taken care of with the election of officers.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-06  
Updating Local Bank Account Signatories**

Ms. Adams stated this resolution appoints the Treasurer the Assistant Treasurer and Secretaries and signers on the District’s bank account.

On MOTION by Ms. Cindy Chenowith, seconded by Mr. Eric Chenowith, with all in favor, Resolution 2024-06 Updating Local Bank Account Signatories, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-07  
Establishing Account with the State Board  
Administration**

Ms. Adams stated this resolution is required to invest your surplus funds and reserve funds in the highest interest-bearing account possible. She noted the district has adopted investment guidelines and stated they were eligible to participate in four investment options. One option is State Board of Administration which is a Florida government investment pool earning 5.6% and the funds were 100% liquid.

She noted approval of the resolution will authorize staff to open the State Board of Administration (SBA) account. She also reviewed other investment options such as Money Market or Certificates of Deposit. Ms. Chenowith preferred a fixed rate. She stated she wanted the money to be more insured and at lower risk. She asked the Board for their thoughts. After discussion the Board declined to open a State Board account. They made a motion to open a money market account. It was noted this would be at Bank United.

On MOTION by Ms. Cindy Chenowith, seconded by Mr. Serrano, with all in favor, Authorization to Open a Money Market Account, was approved.

**TENTH ORDER OF BUSINESS**

**Ratification of Contract Agreement with  
Polk County Property Appraiser**

Ms. Adams stated this contract agreement for the upcoming 2024 tax year assessment with the property appraiser in Polk County. She added this is required each year.

On MOTION by Ms. Cindy Chenowith, seconded by Mr. Eric Chenowith, with all in favor, the Contract Agreement with Polk County Property Appraiser, was ratified.

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award Number 1 Ranked Firm**

Ms. Adams stated this accepts the ranking of the Audit Committee to rank Grau & Associates as #1 and will authorize staff to send the notice of intent for the 5-year agreement.

On MOTION by Ms. Cindy Chenowith, seconded by Mr. Eric Chenowith, with all in favor, Accepting the Ranking of the Audit Committee to Authorizing Staff to Send Notice of Intent to Award #1 Ranked Firm Grau & Associates, was approved.

*\*The Board took a five-minute recess at this time.*

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk stated they had the litigation issue coming up. The next hearing with the Judge on the litigation matter is on June 25<sup>th</sup> at 11:30 am. This will be done by Zoom. He commented the purpose of the motion of the litigation is to dismiss the case completely. He added the Davenport police department has requested interlocal agreements for traffic enforcement in the CDD. He explained the process. He stated that the ethics training needed to be completed.

**B. Engineer**

Mr. Arrington stated that he had nothing to report. The question was asked how much the cost would be for milling and resurfacing in the neighborhood. He noted this cost would be near the same as the prior estimate for Highland Meadows with a slight increase for costs. Mr. Chenowith asked how much linear distance of roadwork exists. He responded he would follow-up with an answer. Ms. Adams asked about the action item list update on construction plans for a

neighboring parcel outside of Highland Meadows Place cul de sac. He responded that he will follow-up.

**C. Field Manager's Report**

**i. Consideration of Landscape Enhancement Proposals from Prince & Sons**

Mr. Blanco presented the Field Manager's Report to include the wall repairs, picked up the debris from the crash, review of the perimeter wall, reinforcement of storm water ponds, reinforcement of the retention wall that had washout issues, and moving of pavers. Discussion ensued on preventing the resident taking the pavers. Also reviewed was the replacement of monument lights with LED lights, other repairs to street signs, replacement of electrical meter, combination lock replacement, Highland Meadows lettering painting with black gloss, landscaping review with new landscaper vendor with Prince & Sons.

He reviewed the proposals for sprucing up landscaping and mulching. He noted at the next meeting he will bring a proposal for tree trimming. Mr. Chenowith asked a question about spending on mulching, and it was noted nothing had been spent this year. The new budget was discussed and the allowance for mulching.

Mr. Blanco stated the proposals for mulching and sprucing up entrances. Discussion ensued on the costs for all proposals for mulching at both locations for \$2,900, washout concerns and losing the mulching, the request for fill dirt. Bird of Paradise are aesthetically pleasing with the planting, vendor will use color to enhance the signs, weeding, types of plantings of flowers, problems with plants dying, timeline, and budget concerns at this time. The current budget is \$8,150, and the estimate is for \$10,535. Ms. Chenowith questioned if they are \$2,000 short should they proceed. Discussion ensued on the need for this updating for mulching and refreshing.

After discussion the Board decided to proceed with the proposal with an amendment to adjust the wording of the mulching and landscaping.

On MOTION by Mr. Eric Chenowith, seconded by Ms. Cindy Chenowith, with all in favor, the Proposals from Prince and Sons for Landscape Enhancements, were approved as amended.
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**D. District Manager's Report**

**i. Action Items**

Ms. Adams stated the legal letter to the property owner was completed. The Field Manager is reviewing property for seeding. She stated the Engineer updates on a particular area, and noted the ethics training is on-going with several Board members. She explained the free links for the training videos were provided by the attorney. They have transition to a new vendor for landscaping and proposals for maintenance will be provided as needed. The HOA has been contacted to ensure they have a current CDD contact.

**ii. Approval of Check Register**

Ms. Adams stated the check register is for items in the general fund from October 1, 2023, through March 31, 2024. Ms. Chenowith ask for a new W-2.

On MOTION by Ms. Cindy Chenowith, seconded by Mr. Serrano, with all in favor, the Check Register, was approved.
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**iii. Balance Sheet and Income Statement**

Ms. Adams reviewed the unaudited financials for the combined balance sheets and the unassigned balance. She explained the formatting for the balance sheets to include reserves, expenditures and other items. She noted the prorated budget for administration of the district as of March 31st was \$49,459. They had spent \$48,878. She noted there is no action required by the Board.

**iv. Presentation of Registered Voters – 373**

Ms. Adams stated the number of registered voters in the district was 373 as of April 15, 2024. This is required each year. She explained the process of transitioning from landowner election to landowner election. This process has been completed.

**THIRTEENTH ORDER OF BUSINESS                      Meeting Scheduled (ADDED)**

This was discussed earlier in the meeting. The Board has requested to move the meeting schedule for next fiscal year from Fridays to any Tuesday of the month.

**FOURTEENTH ORDER OF BUSINESS                      Other Business**

There being no comments, the next item followed.

**FIFTHTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

There being no comments, the next item followed.

**SIXTENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Adams asked for a motion to adjourn.

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

# SECTION VI

**RESOLUTION 2024-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT DECLARING A VACANCY IN SEATS 3, 4 AND 5 ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), *FLORIDA STATUTES*; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**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*; and

**WHEREAS**, on November 5, 2024, three (3) members of the Board of Supervisors (“**Board**”) are to be elected by the “**Qualified Electors**” of the District, as that term is defined in Section 190.003, *Florida Statutes*; and

**WHEREAS**, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

**WHEREAS**, at the close of the qualifying period there were no Qualified Electors qualified to run for three (3) of the seats available for election by the Qualified Electors of the District; and

**WHEREAS**, pursuant to Section 190.006(3)(b), *Florida Statutes*, the Board shall declare the seats vacant, effective the second Tuesday following the general election; and

**WHEREAS**, Qualified Electors are to be appointed to the vacant seats within 90 days thereafter; and

**WHEREAS**, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seats available for election as vacant.

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

**1. DECLARATION OF VACANT BOARD SUPERVISOR SEATS.** The following seats are hereby declared vacant effective as of November 19, 2024:

- Seat #3 (currently held by Eric Chenowith)
- Seat #4 (currently held by Cindy Chenowith)
- Seat #5 (currently held by Headley Oliver)

**2. INCUMBENT BOARD SUPERVISORS.** Until such time as the Board



nominates Qualified Electors to fill the vacancies declared in Section 1 above, the incumbent Board Supervisors of those respective seats shall remain in office.

**3. 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.

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

**PASSED AND ADOPTED** this 23st day of August 2024.

ATTEST:

**HIGHLAND MEADOWS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print Name:\_\_\_\_\_

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

# SECTION VII

**CITY OF DAVENPORT, FLORIDA/HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT DISTRICT  
TRAFFIC CONTROL JURISDICTION AGREEMENT**

This Agreement (the "Agreement") is made and entered into by and between the **City of Davenport, Florida**, a municipal corporation created under the laws of the State of Florida (hereafter "CITY"), and **Highland Meadows Community Development District**, an independent special district created by ordinance pursuant to Chapter 190, Florida Statutes (hereafter "DISTRICT").

**RECITALS**

1. The Highland Meadows Community Development District is a local unit of special-purpose government and an independent special district established pursuant to Chapter 190, Florida Statutes, and by Ordinance No. 573 enacted by the CITY on April 24, 2006, as amended by Ordinance No. 585 on February 21, 2007 as amended by Ordinance No. 615, enacted by the CITY on April 9, 2007, respectively.

2. The DISTRICT owns fee simple title to all the roadways lying within the DISTRICT boundaries (hereafter "District Roads") and the boundaries and location of the DISTRICT is described and illustrated in Exhibit "A" attached to and incorporated in this Agreement.

3. The DISTRICT has requested that the CITY exercise its discretion under Section 316.006, Florida Statutes, and other applicable laws to exercise municipal traffic control jurisdiction over the DISTRICT Roads pursuant to written agreement.

4. A quorum of the Board of Supervisors of the DISTRICT (the "Board") has met, and a majority of the members of the Board approved the execution of this Agreement.

5. The Florida Legislature, by enacting Section 316.006(2)(b), Florida Statutes, has authorized municipalities to exercise jurisdiction over special district roads if a municipality and the party owning such roads and common areas enter into a written agreement providing traffic control jurisdiction to the municipality and the governing body of the municipality approves that agreement.

6. The DISTRICT desires the CITY to enforce the traffic laws of the State of Florida over the DISTRICT Roads.

7. The CITY approves the exercise of municipal traffic control jurisdiction by the City of Davenport Police Department over the DISTRICT Roads.

8. The parties now desire to set forth the terms and conditions of this Agreement and acknowledge and agree that each is bound by such Agreement.

**ACCORDINGLY**, in consideration of the above stated Recitals, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto agree as follows:

**Section 1. Recitals.** The above recitals are true and correct and are incorporated in and form a material part of this Agreement.

**Section 2. Authority, Jurisdiction & Access.** Pursuant to section 316.006(2)(b), Florida Statutes, and its home rule powers, the CITY agrees to exercise traffic control jurisdiction over the District Roads by providing enforcement of the traffic laws of the state upon the DISTRICT Roads during normal patrol hours (hereafter "Services"). Should the DISTRICT desire the CITY to be situated in its boundaries at times outside normal patrol hours, the DISTRICT understands that a separate contract shall be executed for additional services. The DISTRICT will provide the CITY with access to the DISTRICT Roads so that the CITY may carry out the Services under this Agreement.

**Section 3. Term of Agreement.** The term of this Agreement shall commence on \_\_\_\_\_, and continue through \_\_\_\_\_, and shall thereafter automatically continue for successive one-year terms unless terminated by either party by provision of ten (10) days written notice to the other party. The provisions of Section 10 herein shall survive the termination of this Agreement as well as any and all subsequent amended agreements entered into by the parties hereto.

**Section 4. Signage.** Prior to any traffic enforcement action, the DISTRICT, in consultation with the City of Davenport Police Department, shall establish the speed limit for the roads within the DISTRICT boundaries. The DISTRICT shall be responsible for posting the speed limit and erecting other traffic signs along the DISTRICT Roads in compliance with State of Florida Department of Transportation requirements. The maintenance, repair, and posting of all signage within the DISTRICT boundaries shall always be solely and exclusively the responsibility of the DISTRICT. The DISTRICT shall provide the CITY with certification by a licensed engineer that the roadway signage is in accordance with the standards set forth in the *Manual on Uniform Traffic Control Devices* and Chapter 316, Florida Statutes.

**Section 5. Authority in Addition to Existing Authority.** The CITY's exercise of traffic control jurisdiction pursuant to this Agreement shall be supplemental to the authority presently enjoyed by the CITY over such roads and the DISTRICT, and nothing herein shall be construed to limit or modify such preexisting authority. The CITY agrees to continue to provide such police services as are required by law. This Agreement does not limit the DISTRICT's authority as prescribed by Chapter 190, Florida Statutes, in any manner.

**Section 6. Compensation.** If the DISTRICT is interested in additional neighborhood patrols or any special details, they shall be responsible for compensating the CITY for these off-duty services pursuant to this Agreement at an hourly rate and in a manner specified in Exhibit "B," which is attached hereto and incorporated herein. The hourly rate

shall remain in effect until such time as it is revised in accordance with the CITY or departmental policy or procedure, ordinance or any other applicable statute, law or regulation.

**Section 7. City To Retain Revenues.** All revenue from the fines, costs and penalties imposed by the traffic citations issued for violation of traffic laws on the DISTRICT Roads shall be solely retained by the CITY and apportioned in the manner set forth in applicable statutes. All revenue from the fines, costs, and penalties and/or liens, and the liens themselves that may be imposed on property located within the DISTRICT, shall be solely retained/owned by the CITY.

**Section 8. Liability Not Increased.** Neither the existence of this Agreement nor anything contained herein shall give rise to any greater liability on the part of the CITY than that which the CITY would ordinarily be subjected to when providing police services.

**Section 9. Remedies.** Although the City of Davenport Police Department will diligently attempt to provide the DISTRICT with the Services specified within this Agreement, the CITY's failure to do so shall not constitute a breach of this Agreement, nor shall any penalty be imposed therefore.

**Section 10. Hold Harmless and Indemnification By The DISTRICT.** To the fullest extent permitted by law, and only up to, and without waiving, the monetary limitations of liability and sovereign immunity protections set forth in Section 768.28, Florida Statutes, the DISTRICT agrees to hold harmless and shall indemnify the CITY, each of its Commission Members, employees, appointees, officers and agents, both individually and in each of their official capacities from any and all claims, and manners of action or actions, cause and causes of action, lawsuits, trespasses, damages, judgments, executions, claims, liabilities and demands whatsoever, in law or in equity including, reasonable attorney's fees for any action or inaction arising out of, related to or deriving from, either directly or indirectly, any matter, action taken, or inaction by the City within the scope or furtherance of this Agreement.

**Section 11. Insurance.** To ensure its ability to fulfill the obligations pursuant to Section 10, above, the DISTRICT, as a condition precedent to the CITY's assumption of traffic control and enforcement jurisdiction as specified in this Agreement shall obtain an insurance policy in a sufficient amount for officers and directors liability, and for Comprehensive Automobile Liability. The DISTRICT shall also obtain general liability insurance for the term of this Agreement in the amount of One Million Dollars (\$1,000,000.00), Comprehensive General Liability and Two Million Dollars (\$2,000,000.00) in the aggregate. Said policy or policies of insurance shall: (a) name the CITY as an additional insured as it relates to the activities conducted pursuant to this Agreement, (b) be issued by companies authorized to do business under the laws of the State of Florida, (c) shall not exclude police liability, and (d) otherwise be acceptable to the City. Upon receiving notice of the acceptability of said policy or policies, the DISTRICT shall always file and maintain current certificates of the required insurance with the CITY. Any cancellations or lapses of insurance coverage affecting directly or indirectly the

provisions of this Agreement shall be deemed a material breach, and the CITY shall have the right, in its sole discretion, to terminate this Agreement and seek applicable damages or other judicial relief.

**Section 12. Road Maintenance.** Neither the existence of this Agreement nor anything contained herein shall impose any obligation or duty upon the CITY to provide maintenance for and/or drainage of the DISTRICT Roads. The maintenance, repair and construction or reconstruction of all roads, drainage and signage within the DISTRICT shall always be solely and exclusively the responsibility of the DISTRICT.

**Section 13. Assignability.** The DISTRICT may not assign its rights nor delegate its duties and obligations arising under this Agreement except by the express, written consent of the CITY.

**Section 14. Termination.** Should either party to this Agreement desire to terminate the Agreement, the party wishing to terminate the Agreement must provide written notice thereof to the other party no less than ten (10) calendar days prior to the intended termination date.

**Section 15. Notices.** All notices contemplated by this Agreement shall be given in writing and sent by certified mail, return receipt requested to the following:

CITY	DISTRICT
City Manager City of Davenport, Florida 1 S. Allapaha Ave Davenport, Florida 33837	Highland Meadows CDD c/o Governmental Management Services – Central Florida, LLC 219 E. Livingston Street Orlando, Florida 32801
	With a copy to: Kilinski   Van Wyk PLLC 517 E. College Avenue Tallahassee, Florida 32301

**Section 16. Governing Law and Venue.** This Agreement shall be construed and controlled in accordance with the laws of the State of Florida. Venue for any legal actions regarding the Agreement shall be Polk County, Florida.

**Section 17. Costs or Expenses.** Any costs or expenses (including reasonable attorneys' fees) associated with enforcement of the terms and/or conditions of this Agreement shall be borne by the respective parties hereto.

**Section 18. Application of Public Records.** Notwithstanding anything contained herein, as provided under Chapter 119, Florida Statutes, both parties are subject to the provisions of Florida's Public Records Law.

**Section 19. Amendments.** The parties hereto agree that no modification, amendment or alteration in the terms and conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

**Section 20. Entire Agreement.** This Agreement constitutes the entire Agreement of the parties hereto and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and agreements that have been made in connection with the subject of the Agreement.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature.

**CITY OF DAVENPORT, FLORIDA  
A Municipal Corporation**

APPROVED:

\_\_\_\_\_  
Brynn Summerlin, Mayor

ATTEST:

\_\_\_\_\_  
Raquel Castillo, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Thomas A. Cloud, City Attorney

**HIGHLAND MEADOWS COMMUNITY  
DEVELOPMENT DISTRICT, an independent  
special district**

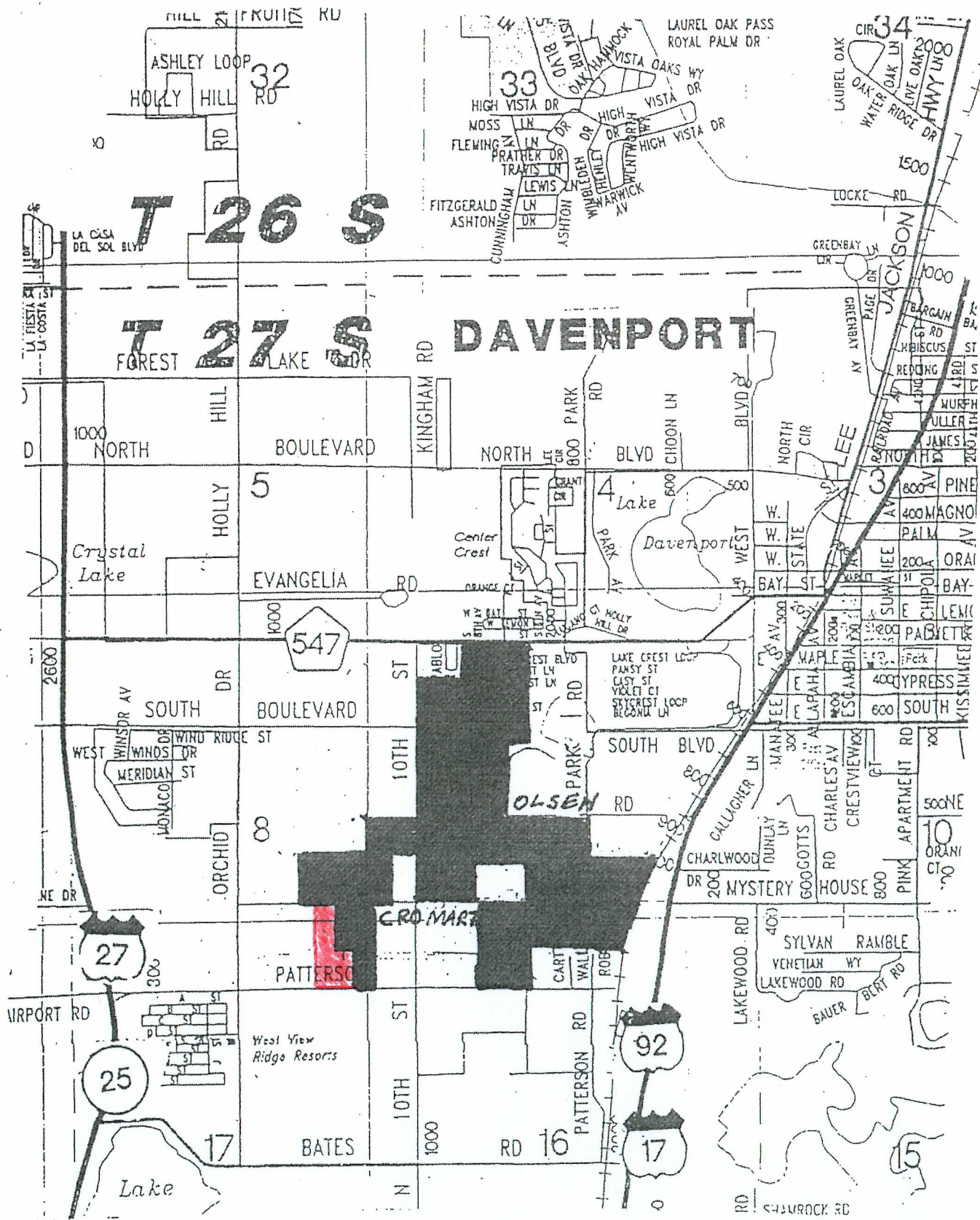
APPROVED: \_\_\_\_\_  
Cindy Chenowith, Chairperson

ATTEST:

\_\_\_\_\_  
Tricia Adams, District Manager

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_, District Counsel



**COMMUNITY  
DEVELOPMENT DISTRICT  
HIGHLAND MEADOWS**

**EXHIBIT I**



HIGHLAND MEADOWS PROPERTIES  
CDD LEGAL DESCRIPTION

THAT PART OF TRACTS 3, 4, 5, 12, 13, 14, 15, 16 AND 17, IN THE NORTHWEST 1/4 OF SECTION 9, TOWNSHIP 27 SOUTH, RANGE 27 EAST, FLORIDA DEVELOPMENT CO. TRACT, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 3, PAGE(S) 60 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF SECTION 9, TOWNSHIP 27 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA; THENCE S-89°58'58"-E, ALONG THE NORTH BOUNDARY OF SAID SECTION 9, A DISTANCE OF 662.30 FEET TO THE INTERSECTION WITH THE NORTHERLY EXTENSION OF THE WEST BOUNDARY OF THE AFORESAID TRACT 3, FLORIDA DEVELOPMENT COMPANY, ALSO BEING THE NORTHERLY EXTENSION OF THE EAST BOUNDARY OF PHOENIX 1 AS RECORDED IN PLAT BOOK 101, PAGE 3, PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE S-00°17'58"-W, ALONG SAID LINE A DISTANCE OF 40.00 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 547 AS RECORDED IN OFFICIAL RECORDS BOOK 107, PAGE 347 AND THE POINT OF BEGINNING; THENCE S-89°58'58"-E, ALONG SAID SOUTH RIGHT-OF-WAY LINE A DISTANCE OF 993.36 FEET TO THE EAST LINE OF THE AFOREMENTIONED TRACT 5, FLORIDA DEVELOPMENT COMPANY; THENCE S-00°13'44"-W, ALONG SAID EAST LINE OF TRACT 5 AND THE EAST LINE OF THE AFOREMENTIONED TRACT 12, A DISTANCE OF 1253.32 FEET; THENCE N-89°48'56"-W, 950.67 FEET; THENCE N-26°49'15"-E, 102.22 FEET; THENCE N-89°40'45"-W, 534.72 FEET; THENCE S-00°19'15"-W, ALONG A NON-RADIAL LINE, 116.35 FEET TO THE NON-TANGENT INTERSECTION WITH A CURVE CONCAVE SOUTHERLY HAVING A RADIUS OF 80.00 FEET WHOSE RADIUS POINT BEARS S-10°14'11"-E; THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/Delta OF 16°51'02" (CHORD=23.44 FEET, CHORD BEARING=S-71°20'19"-W) FOR A DISTANCE OF 23.53 FEET TO THE END OF SAID CURVE; THENCE DEPARTING SAID CURVE ALONG A RADIAL LINE, N-27°05'12"-W FOR A DISTANCE OF 72.07 FEET; THENCE N-89°40'45"-W, 143.16 FEET TO THE EASTERLY MAINTAINED RIGHT-OF-WAY FOR NORTH TENTH STREET AS RECORDED IN MAP BOOK 7, PAGES 213-215, PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE NORTHERLY ALONG SAID MAINTAINED RIGHT-OF-WAY LINE THE FOLLOWING FIVE (5) COURSES: 1.) N-00°06'26"-W, 24.53 FEET; THENCE 2.) N-00°40'43"-W, 100.00 FEET; THENCE 3.) N-00°06'20"-W, 100.00 FEET; THENCE 4.) N-00°06'20"-W, 100.00 FEET; THENCE 5.) N-01°15'05"-W, 33.81 FEET TO THE INTERSECTION WITH THE PLATTED EAST RIGHT-OF-WAY LINE AS RECORDED IN PLAT BOOK 3, PAGE 60, PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE N-00°19'15"-E, ALONG SAID PLATTED RIGHT-OF-WAY A DISTANCE OF 183.43 FEET TO THE INTERSECTION WITH THE AFORESAID EASTERLY MAINTAINED RIGHT-OF-WAY LINE; THENCE N-02°57'19"-E, ALONG SAID MAINTAINED RIGHT-OF-WAY A DISTANCE OF 61.89 FEET TO THE NORTH LINE OF THE AFOREMENTIONED TRACT 16, FLORIDA DEVELOPMENT COMPANY; THENCE S-89°53'25"-E ALONG SAID NORTH BOUNDARY, AND ALONG THE NORTH BOUNDARY OF THE AFOREMENTIONED TRACT 15 AND THE SOUTH BOUNDARY OF THE AFOREMENTIONED PHOENIX 1, A DISTANCE OF 644.64 FEET TO THE WEST BOUNDARY OF THE AFOREMENTIONED TRACT 3, FLORIDA DEVELOPMENT COMPANY; THENCE N-00°17'58"-E, ALONG SAID WEST BOUNDARY, AND THE EAST BOUNDARY OF THE AFORESAID PHOENIX 1, A DISTANCE OF 612.91 FEET TO THE POINT OF BEGINNING.

AND

THAT PART OF TRACTS 14, 15, 16, 17, 18, 19, 20, 29, 30, 31 AND 32, IN THE NORTHWEST 1/4 OF SECTION 9, TOWNSHIP 27 SOUTH, RANGE 27 EAST, FLORIDA DEVELOPMENT CO. TRACT, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 3, PAGE(S) 60 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF SECTION 9, TOWNSHIP 27 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA; THENCE S-89°58'58"-E, ALONG THE NORTH BOUNDARY OF SAID SECTION 9, A DISTANCE OF 1324.38 FEET; THENCE S-00°14'44"-W, 1292.36 FEET TO THE POINT OF BEGINNING, SAID POINT ALSO BEING THE SOUTHEAST CORNER OF THE AFOREMENTIONED TRACT 13, FLORIDA DEVELOPMENT CO. TRACTS; THENCE CONTINUE S-01°14'44"-W, ALONG THE NORTHERLY EXTENSION EAST BOUNDARY OF TRACT 20, THE EAST BOUNDARY OF TRACT 20 AND THE EAST BOUNDARY OF TRACT 29, ALL OF FLORIDA DEVELOPMENT CO. TRACTS, A DISTANCE OF 1307.36 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 29; THENCE N-89°38'55"-W, ALONG THE SOUTH BOUNDARY OF

SAID TRACT 29 AND THE SOUTH BOUNDARIES OF TRACTS 30, 31 AND 32, FLORIDA DEVELOPMENT CO. TRACTS, A DISTANCE OF 1312.78 FEET TO THE SOUTHWEST CORNER OF THE AFORESAID TRACT 32, FLORIDA DEVELOPMENT CO. TRACTS; THENCE N-00°19'15"-E, ALONG THE WEST BOUNDARY OF SAID TRACT 32, AND THE WEST BOUNDARY OF THE AFOREMENTIONED TRACT 17, A DISTANCE OF 756.02 FEET TO THE INTERSECTION WITH THE EASTERLY MAINTAINED RIGHT-OF-WAY FOR NORTH TENTH STREET AS RECORDED IN MAP BOOK 7, PAGES 213-215 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE NORTHERLY ALONG SAID MAINTAINED RIGHT-OF-WAY THE FOLLOWING SEVEN (7) COURSES: 1) N-28°59'29"-E, 3.33 FEET; THENCE 2) N-02°28'11"-E, 102.26 FEET; THENCE 3) N-00°06'09"-E, 100.00 FEET; THENCE 4) N-00°40'32"-E, 100.00 FEET; THENCE 5) N-00°40'32"-E, 100.00 FEET; THENCE 6) N-00°28'12"-W, 100.04 FEET; THENCE 7) N-00°06'26"-W, 75.50 FEET; THENCE DEPARTING SAID MAINTAINED RIGHT-OF-WAY, S-89°40'45"-E, 143.16 FEET; THENCE S-27°05'12"-E, ALONG A RADIAL LINE, 72.07 FEET TO THE NON-TANGENT INTERSECTION WITH A CURVE CONCAVE SOUTHERLY HAVING A RADIUS OF 80.00 FEET WHOSE RADIUS POINT BEARS S-27°05'12"-E; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/Delta OF 16°51'02" (CHORD=23.44 FEET, CHORD BEARING=N-71°20'19"-E) FOR A DISTANCE OF 23.53 FEET TO THE END OF SAID CURVE; THENCE DEPARTING SAID CURVE ALONG A NON-RADIAL LINE, N-19°15'00"-E FOR A DISTANCE OF 116.35 FEET; THENCE S-89°40'45"-E, 534.72 FEET; THENCE S-26°49'15"-W, 102.22 FEET TO THE SOUTH BOUNDARY OF THE AFOREMENTIONED TRACT 14, FLORIDA DEVELOPMENT CO.; THENCE S-89°48'56"-E, ALONG THE SOUTH BOUNDARY OF SAID TRACT 14 AND THE SOUTH BOUNDARY OF THE AFOREMENTIONED TRACT 13, A DISTANCE OF 619.11 FEET TO THE POINT OF BEGINNING.

AND

ALL OF TRACTS 6, 7, 8, 10, 11, 12, 13 AND 14, IN THE SOUTHEAST 1/4 OF SECTION 8, TOWNSHIP 27 SOUTH, RANGE 27 EAST, FLORIDA DEVELOPMENT COMPANY SUBDIVISION, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 3, PAGE 60, PUBLIC RECORDS OF POLK COUNTY, FLORIDA, BEING ALSO DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF SAID TRACT 10; THENCE S-89°51'02"-W, ALONG THE SOUTH BOUNDARY OF THE AFORESAID TRACTS 10, 11, 12, 13 AND 14, A DISTANCE OF 1657.62 FEET TO THE SOUTHWEST CORNER OF SAID TRACT 14; THENCE N-00°15'22"-W, ALONG THE WEST BOUNDARY THEREOF, A DISTANCE OF 643.96 FEET TO THE NORTHWEST CORNER THEREOF; THENCE S-89°38'36"-E, ALONG THE NORTH BOUNDARY OF THE AFORESAID TRACTS 14, 13 AND 12, A DISTANCE OF 994.66 FEET TO THE NORTHEAST CORNER OF SAID TRACT 12, SAID POINT ALSO BEING THE SOUTHWEST CORNER OF THE AFOREMENTIONED TRACT 6; THENCE N-00°15'04"-W, ALONG THE WEST BOUNDARY OF SAID TRACT 6, A DISTANCE OF 638.14 FEET TO THE NORTHWEST CORNER THEREOF; THENCE S-89°33'51"-E, ALONG THE NORTH BOUNDARY OF THE AFORESAID TRACTS 6, 7 AND 8, A DISTANCE OF 979.73 FEET TO THE NORTHEAST CORNER OF SAID TRACT 8; THENCE S-00°14'46"-E, ALONG THE EAST BOUNDARY OF SAID TRACT 8, A DISTANCE OF 636.78 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE N-89°38'36"-W, ALONG THE SOUTH BOUNDARY OF SAID TRACT 8, A DISTANCE OF 346.55 FEET TO THE SOUTHWEST CORNER THEREOF, SAID CORNER ALSO BEING THE NORTHEAST CORNER OF THE AFOREMENTIONED TRACT 10; THENCE S-00°14'52"-E, ALONG THE EAST BOUNDARY OF SAID TRACT 10, A DISTANCE OF 637.96 FEET TO THE POINT OF BEGINNING, LESS AND EXCEPT ROAD RIGHT-OF-WAY.

AND

ALL OF TRACTS 21, 22 AND 27, IN THE SOUTHEAST 1/4 OF SECTION 8, TOWNSHIP 27 SOUTH, RANGE 27 EAST, FLORIDA DEVELOPMENT COMPANY SUBDIVISION, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 3, PAGE 60, PUBLIC RECORDS OF POLK COUNTY, FLORIDA, BEING ALSO DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF SAID TRACT 27; THENCE S-89°51'47"-W, ALONG THE SOUTH BOUNDARY THEREOF, A DISTANCE OF 331.45 FEET TO THE SOUTHWEST CORNER OF SAID TRACT; THENCE N-00°15'04"-W, ALONG THE WEST BOUNDARY OF SAID TRACT 27, A DISTANCE OF 639.25 FEET TO THE NORTHWEST CORNER OF SAID TRACT, SAID CORNER ALSO BEING THE SOUTHEAST CORNER OF THE AFORESAID TRACT 21; THENCE N-89°59'37"-W, ALONG THE SOUTH BOUNDARY OF SAID TRACT 21, A DISTANCE OF 331.50 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE N-00°15'10"-W, ALONG THE WEST BOUNDARY OF SAID TRACT 21, A DISTANCE OF 640.08 FEET TO THE NORTHWEST CORNER THEREOF; THENCE S-89°51'02"-E, ALONG THE NORTH BOUNDARY OF SAID TRACT 21 AND THE NORTH

BOUNDARY OF THE AFORESAID TRACT 22, A DISTANCE OF 663.05 FEET TO THE NORTHEAST CORNER OF SAID TRACT 22; THENCE S-00°14'58"-E, ALONG THE EAST BOUNDARY OF SAID TRACT 22, A DISTANCE OF 638.42 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 22, SAID CORNER ALSO BEING THE NORTHEAST CORNER OF THE AFORESAID TRACT 27; THENCE S-00°14'58"-E, ALONG THE EAST BOUNDARY OF SAID TRACT 27, A DISTANCE OF 638.42 FEET TO THE POINT OF BEGINNING. LESS AND EXCEPT ROAD RIGHT-OF-WAY.

AND

ALL OF TRACTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13, 14, 15 AND 16, IN THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 27 SOUTH, RANGE 27 EAST, FLORIDA DEVELOPMENT COMPANY SUBDIVISION, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 3, PAGE 60, PUBLIC RECORDS OF POLK COUNTY, FLORIDA, BEING ALSO DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF SAID TRACT 9; THENCE N-89°54'27"-W, ALONG THE SOUTH BOUNDARY OF SAID TRACTS 9 AND 10, A DISTANCE OF 649.97 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 10; THENCE N-00°22'00"-W, ALONG THE WEST BOUNDARY OF SAID TRACT 10, A DISTANCE OF 640.13 FEET TO THE NORTHWEST CORNER OF SAID TRACT 10, SAID CORNER ALSO BEING THE SOUTHEAST CORNER OF THE AFORESAID TRACT 6; THENCE S-89°59'45"-W, ALONG THE SOUTH BOUNDARY OF THE AFORESAID TRACTS 6 AND 5, A DISTANCE OF 664.51 FEET TO THE SOUTHWEST CORNER OF SAID TRACT 5, SAID CORNER ALSO BEING THE NORTHEAST CORNER OF THE AFORESAID TRACT 13; THENCE S-00°19'36"-E, ALONG THE EAST BOUNDARY OF SAID TRACT 13, A DISTANCE OF 639.01 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE N-89°54'27"-W, ALONG THE SOUTH BOUNDARY OF THE AFORESAID TRACTS 13, 14, 15 AND 16, A DISTANCE OF 1314.94 FEET TO THE SOUTHWEST CORNER OF SAID TRACT 16; THENCE N-00°14'46"-W, ALONG THE WEST BOUNDARY OF SAID TRACT 16 AND THE WEST BOUNDARY OF THE AFORESAID TRACT 1, A DISTANCE OF 1273.58 FEET TO THE NORTHWEST CORNER OF SAID TRACT 1; THENCE N-89°53'58"-E, ALONG THE NORTH BOUNDARY OF THE AFORESAID TRACTS 1, 2, 3, 4, 5, 6, 7 AND 8, A DISTANCE OF 2626.25 FEET TO THE NORTHEAST CORNER OF SAID TRACT 8; THENCE S-00°24'24"-E, ALONG THE EAST BOUNDARY OF SAID TRACT 8, A DISTANCE OF 641.23 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 8, SAID CORNER ALSO BEING THE NORTHEAST CORNER OF THE AFORESAID TRACT 9; THENCE S-00°24'24"-E, ALONG THE EAST BOUNDARY OF SAID TRACT 9, A DISTANCE OF 641.23 FEET TO THE POINT OF BEGINNING. LESS AND EXCEPT ROAD RIGHT-OF-WAY.

AND

ALL THAT PART OF WEST 3/4 OF THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 09, TOWNSHIP 27 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, LYING WEST OF THE RAILROAD AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHWEST CORNER OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 9; THENCE N-00°24'24"-W ALONG THE WEST BOUNDARY THEREOF A DISTANCE OF 656.25 FEET TO THE NORTHWEST CORNER OF THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 9; THENCE S-89°57'54"-E, ALONG THE NORTH BOUNDARY OF SAID SOUTH 1/2 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 A DISTANCE OF 1046.19 FEET TO A NON-TANGENT INTERSECTION WITH CURVE CONCAVE SOUTHEASTERLY HAVING A RADIUS OF 5766.11 FEET, SAID CURVE BEING THE WESTERLY RIGHT-OF-WAY OF THE FORMER SEABOARD COASTLINE RAILROAD; THENCE SOUTHWESTERLY ALONG SAID CURVE, AND SAID RIGHT-OF-WAY, THROUGH A CENTRAL ANGLE/Delta OF 7°11'37", (CHORD=723.47 FEET, CHORD BEARING=S-24°36'07"-W) FOR A DISTANCE OF 723.95 FEET TO THE SOUTH BOUNDARY OF THE AFORESAID NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9; THENCE N-89°49'47"-W, ALONG SAID SOUTH BOUNDARY, A DISTANCE OF 740.34 FEET TO THE POINT OF BEGINNING.

AND

THAT PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 09, TOWNSHIP 27 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 9; THENCE N-89°48'41"-W, ALONG THE SOUTH BOUNDARY THEREOF, A DISTANCE OF 665.45 FEET TO THE NORTHEAST CORNER OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 9; THENCE S-00°22'00"-E, ALONG THE EAST BOUNDARY THEREOF, A DISTANCE OF 655.13 FEET TO THE SOUTHEAST CORNER OF SAID SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4; THENCE N-89°36'09"-W, ALONG THE SOUTH BOUNDARY THEREOF, A DISTANCE OF 665.92 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4; THENCE N-00°19'36"-W, ALONG THE WEST BOUNDARY THEREOF AND THE WEST BOUNDARY OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, A DISTANCE OF 1308.01 FEET TO THE NORTHWEST CORNER OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 9; THENCE S-89°54'27"-E, ALONG THE NORTH BOUNDARY THEREOF, A DISTANCE OF 664.98 FEET TO THE NORTHWEST CORNER OF THE AFOREMENTIONED NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4; THENCE S-89°54'27"-E, ALONG THE NORTH BOUNDARY OF SAID NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, A DISTANCE OF 664.98 FEET TO THE NORTHEAST CORNER THEREOF; THENCE S-00°24'24"-E, ALONG THE EAST BOUNDARY THEREOF, A DISTANCE OF 656.25 FEET TO THE POINT OF BEGINNING. LESS AND EXCEPT ROAD RIGHT-OF-WAY.

AND

THAT PART OF TRACTS 17, 18 AND 19 LYING WEST OF THE RAILROAD IN THE SOUTHEAST 1/4 OF SECTION 09, TOWNSHIP 27 SOUTH, RANGE 27 EAST, FLORIDA DEVELOPMENT COMPANY SUBDIVISION, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 3, PAGE 60, PUBLIC RECORDS OF POLK COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHWEST CORNER OF SAID LOT 17; THENCE N-00°24'24"-W, ALONG THE WEST BOUNDARY THEREOF, A DISTANCE OF 641.29 FEET TO THE NORTHWEST CORNER OF SAID LOT 17; THENCE S-89°49'47"-E, ALONG THE NORTH BOUNDARY OF SAID LOT 17, THE NORTH BOUNDARY OF THE AFORESAID LOT 18 AND THE NORTH BOUNDARY OF THE AFORESAID LOT 19, A DISTANCE OF 719.51 FEET TO A NON-TANGENT INTERSECTION WITH THE WEST RIGHT-OF-WAY OF THE SEABOARD COASTLINE RAILROAD, SAID POINT BEING ON A CURVE CONCAVE SOUTHEASTERLY HAVING A RADIUS OF 5766.11 FEET; THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/Delta OF 6°41'29", (CHORD=673.01 FEET, CHORD BEARING=S-17°30'00"-W) FOR A DISTANCE OF 673.40 FEET TO THE SOUTH BOUNDARY OF THE AFOREMENTIONED LOT 18; THENCE N-89°41'40"-W, ALONG THE SOUTH BOUNDARY OF SAID LOT 18 AND THE SOUTH BOUNDARY OF THE AFORESAID LOT 17, A DISTANCE OF 512.58 FEET TO THE POINT OF BEGINNING.

AND

ALL OF TRACTS 20, 28 AND 29, IN THE SOUTHEAST 1/4 OF SECTION 8, TOWNSHIP 27 SOUTH, RANGE 27 EAST, FLORIDA DEVELOPMENT COMPANY SUBDIVISION, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 3, PAGE 60, PUBLIC RECORDS OF POLK COUNTY, FLORIDA, BEING ALSO DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF SAID TRACT 28; THENCE S-89°51'47"-W, ALONG THE SOUTH BOUNDARY THEREOF AND THE SOUTH BOUNDARY OF SAID TRACT 29, A DISTANCE OF 662.96 FEET TO THE SOUTHWEST CORNER OF SAID TRACT 29; THENCE N-00°15'16"-W, ALONG THE WEST BOUNDARY OF SAID TRACT 29 AND THE WEST BOUNDARY OF SAID TRACT 20, A DISTANCE OF 1281.81 FEET TO THE NORTHWEST CORNER OF SAID TRACT 20; THENCE S-89°51'02"-E, ALONG THE SOUTH BOUNDARY OF SAID TRACT 20, A DISTANCE OF 331.52 FEET TO THE NORTHEAST CORNER THEREOF; THENCE S-00°15'10"-E, ALONG THE EAST BOUNDARY OF SAID TRACT 20, A DISTANCE OF 640.08 FEET TO THE SOUTHEAST CORNER THEREOF, THE SAME ALSO BEING THE NORTHWEST CORNER OF SAID TRACT 28; THENCE S-89°59'37"-E, ALONG THE NORTH BOUNDARY OF SAID TRACT 28, A DISTANCE OF 331.50 FEET TO THE NORTHEAST CORNER OF SAID TRACT 28; THENCE S-00°15'04"-E, ALONG THE EAST BOUNDARY OF SAID TRACT 28, A DISTANCE OF 639.25 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 28 AND THE POINT OF BEGINNING. LESS AND EXCEPT ROAD RIGHT-OF-WAY.

TOTAL LAND AREA 263.5 ACRES, MORE OR LESS.

# SECTION VIII

# SECTION C



# Highland Meadows CDD

## Field Management Report



August 23<sup>rd</sup>, 2024

Joel Blanco

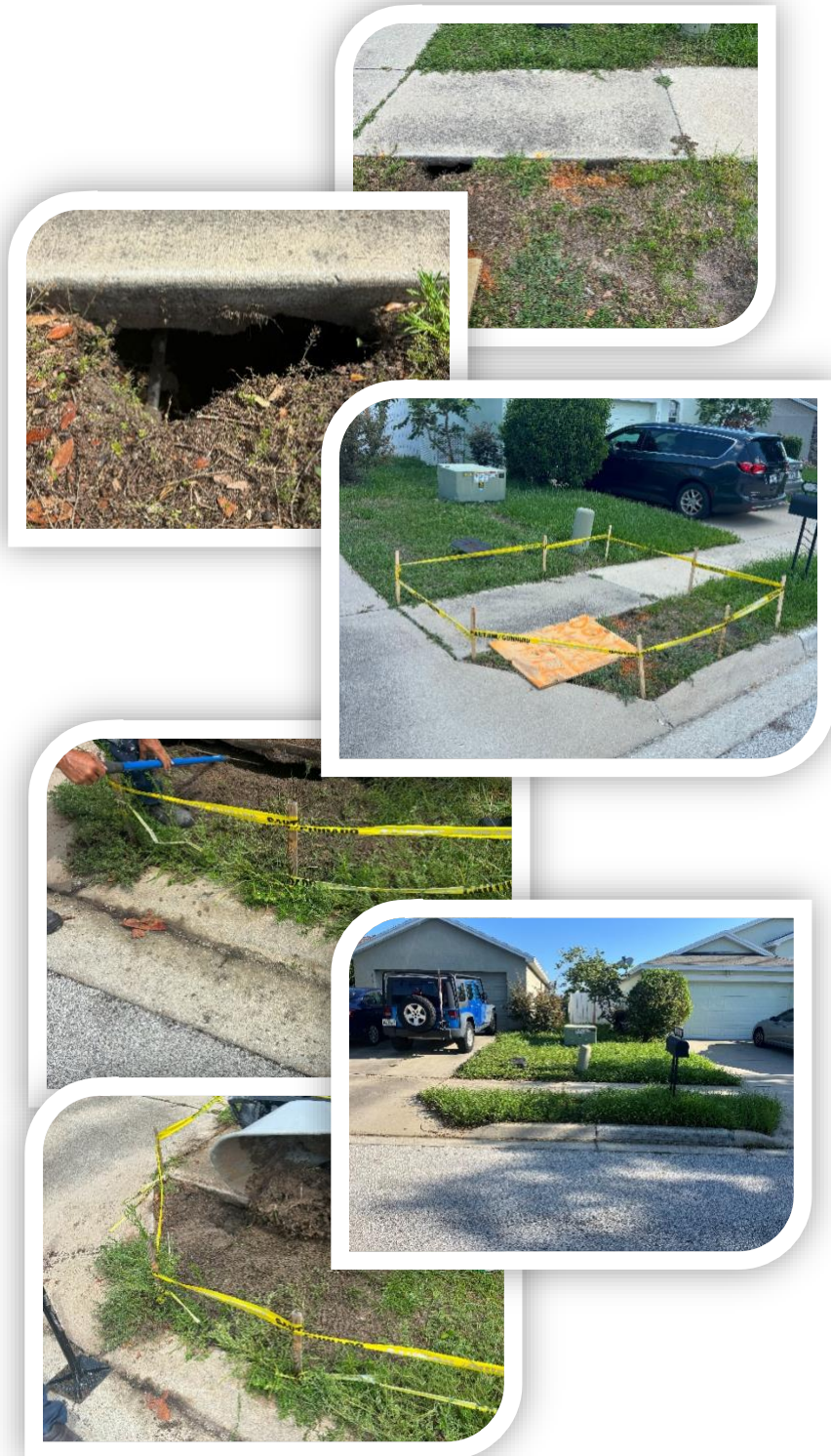
Field Manager

GMS

# Completed

## Repair Swale on 236 Highland Meadows Dr.

- ✚ GMS staff was notified of a developing hole on the swale of 236 Highland Meadows Dr.
- ✚ Field Staff reviewed the hole, notified Davenport Utilities to check meter as a potential cause. Area was dry with no leak at the meter.
- ✚ Staff reviewed inlets close to the swale area with District Engineer recommending CCTV since drain runs underneath the sidewalk.
- ✚ CCTV was completed by vendor with report showing no excessive sediment and recommendation to backfill area.
- ✚ Maintenance staff backfilled area and laid sod.
- ✚ Field Staff has reviewed areas after heavy rain. Area is intact with grass flourishing.





# Completed

## Landscaping Enhancements at Entrances

- ✚ The board approved landscaping enhancements at both entrances and frontage at the last meeting.
- ✚ Landscaping vendor removed all plantings and dead grass not a part of the new layout.
- ✚ Existing Birds of Paradise palms were moved to the sides, lantanas were planted in the front bed, blue daze in the flower bed by the community signs with crotons on flower bed ends.
- ✚ Sod was added to the swale areas next to the entrances on both Davenport Blvd. and Olsen Rd.
- ✚ Plants have thrived since installation. Requesting additional detailing to both entrance landscaping.
- ✚ Pine bark mulch was added at both frontages to match new mulch in the entrances.



# Completed

## Repair Collapsed Inlet Lip at the corner of 237 Highland Meadows Dr.



- ✚ Field Staff identified a collapsed inlet lip that collapsed at the corner of 237 Highland Meadows Dr.
- ✚ Maintenance Staff lifted lip and reinforced lip with high strength sakrete and PVC tubes with ends reinforced with additional sakrete.
- ✚ Inlet was reviewed after heavy rain. Inlet remains in great conditions.

## Pond Reviews

- ✚ GMS staff reviewed previously repaired stormwater structures at the start of the rain season
- ✚ Outlets are dispersing collected water at a healthy rate with no evidence of washouts, sediment, or vegetation in the outlets.
- ✚ Ponds remain in good conditions (mowed with stormwater structures functional)





# In Progress

## Sidewalk Review

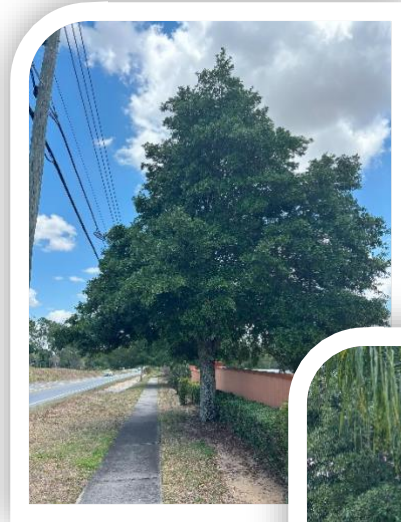
- Field Services conducted a sidewalk review of the entire district.
- 21 sections throughout the community has lifted sidewalk slabs and/or deep structural cracks.
- Attached is a proposal from GMS to grind down lift sidewalk slabs and repair slabs with deep cracks.



# In Progress

## Tree Trimming at both Frontages

- ✚ During Landscape Review, Field Services noted that oaks, magnolia trees, and palms at the frontage and entrances were overgrown and in need of an annual trim.
- ✚ Attached is an estimate to trim 15 oaks on frontage of Davenport Blvd. median going into Davenport Blvd., and frontage on Olsen Rd., 5 magnolias on Olsen Rd., and 8 palms in need of seed pod removal.
- ✚ Oaks are the most overgrown out of the three.



# Conclusion

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

Respectfully,

Joel Blanco



# SECTION 1



1980 Cameron Ave  
 Sanford, FL 32771  
 P: (386) 218-6969 F: (386) 218-6970  
 www.allterraintractorservice.com

# Proposal

Project Name:	<b>Highland Meadows</b>
Project Phase:	<b>CCTV Storm Lines</b>
Project Address:	<b>236 Highland Meadows Dr.</b>
City, State, Zip:	<b>Davenport, Fl. 33837</b>
Proposal Date:	<b>Friday, June 7, 2024</b>
	<b>Proposal price good for 20 days from the date of this proposal.</b>

Prepared for: <b>Governmental Management Services</b>	Contact: <b>Joel Blanco</b>
Address: <b>219 E. Livingston St.</b>	Phone: <b>407-841-5524</b>
	Cell: <b>786-238-9473</b>
City, State, Zip: <b>Orlando, Fl. 32801</b>	Email: <a href="mailto:Jblanco@gmscfl.com">Jblanco@gmscfl.com</a>

## Scope of Work

- Our proposal includes all labor, material, equipment and workmanship to perform storm drainage cleaning at the above referenced project.

### PROPOSED RATES MAY CHANGE BASED UPON THE FOLLOWING CONDITIONS:

- Calls Outs of less than 1000 LF of readily available pipeline may be billed at the hourly rate, with a 5 hour minimum. Any time on site beyond the minimum will be billed at the hourly rate
- Emergency Call Outs will be subject to increased rates.
- Travel Time charges are assessed on a job by job basis
- Safety Training / Orientation required for projects will be charged at the hourly rate per unit on site
- Due to rising costs of fuel and overall expenses, additional fees must be assessed. These pass-through costs are assessed through daily charges, per piece of equipment on site.
- Project is quoted hourly and is subject to a 5 Hour minimum. Any time spent on site above and beyond the 5 Hour Minimum will be billed additionally at the same rates within the proposal.
- Proposal does not include plugging and dewatering.
- Downtime beyond the control of ATTS to be billed hourly
- Quantities within proposal are estimates. Billing will be based on actual quantities performed.
- Any change in scope may subject rates to change.

CODE	DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
5.004	Camera Truck W/Operator	5	HR	\$375.00	\$1,875.00
5.004	Technician	5	HR	\$50.00	\$250.00
<b>Total</b>					<b>\$2,125.00</b>

## Terms & Conditions:

- This proposal is valid for thirty (30) days from the date of this proposal.
- This proposal is subject to the receipt and review of final stamped approved plans ready for construction. Any differences will be agreed upon and incorporated into the contract proposal during negotiations.
- During the performance of the contract, if the price of materials and various surcharges increase significantly, through no fault of All Terrain Tractor Service Inc., the price may be adjusted to cover any such significant price/surcharge increases.

4. Should All Terrain Tractor Service Inc. be delayed, obstructed, hindered or interfered with in the commencement, prosecution or completion of the Work by any cause, beyond the control of and not due to any fault, neglect, act or omission of All Terrain Tractor Service Inc., including delays caused by any act, neglect or default of the General Contractor, Owner, Engineer, Architect, or other Contractors then All Terrain Tractor Service Inc. shall be entitled to an extension of time and additional compensation from the General Contractor for such delay. The entitlement to and/or receipt by the General Contractor for additional time and/or compensation from the Owner related to the subject matter of All Terrain Tractor Service Inc.'s claim shall not be a condition precedent to All Terrain Tractor Service Inc.'s receipt of additional time and/or compensation.
  
5. All Terrain Tractor Service Inc.'s invoices must be paid on terms of net 30 days. Payment to the General Contractor by the Owner shall not operate as a condition precedent to payment to All Terrain Tractor Service Inc. If payment is more than ten (10) days overdue, All Terrain Tractor Service Inc. has the right to suspend performance with no liability to General Contractor until the outstanding amount is fully paid.
  
6. Any plan changes or changes to scope by the Engineer, Owner, General Contractor, or Inspector may constitute a change order. No change order work will commence without written authorization of a signed change order.

Landon Massa

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All Terrain Tractor Service, Inc.

Cindy Chenowith, Chairperson

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\_\_\_\_\_/ /  
Authorized Signature Date

DocuSigned by:  
*Cindy Chenowith* 2024-06-10 / /  
Authorized Signature Date

Price is subject to change, pending receipt of 'Final Construction Drawings'.



# SECTION 2

*to be provided under  
separate cover*

# SECTION 3

*to be provided under  
separate cover*

# SECTION D

# SECTION 1

**Highland Meadows CDD Action Items  
August 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	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	Must be completed by December 31, 2024 if serving on the Board prior to March 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.
05.03.2024	Update rough costs for milling and resurfacing roads.	District Engineer	
05.03.2024	Send expense report for litigation (FY34 and FY24) to BOS	District Counsel	

# SECTION 2



**Highland Meadows**  
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024  
Check Register

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
4/1-4/30	10122-10126	\$31,751.22
5/1-5/31	--	\$0.00
6/1-6/30	100127-100134	\$31,155.13
7/1-7/31	100135-100141	\$21,204.01
<b>TOTAL</b>		<b>\$ 52,359.14</b>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/10/24	00001	2/29/24	17	202402 320-53800-49000		*	2,106.45		
		FEB 24		- GENERAL MAINT					
3/01/24		13		202403 310-51300-34000		*	2,916.67		
		MAR 24		- MGMT FEES					
3/01/24		13		202403 310-51300-49500		*	100.00		
		MAR 24		- WEBSITE ADMIN					
3/01/24		13		202403 310-51300-35100		*	150.00		
		MAR 24		- IT					
3/01/24		13		202403 310-51300-51000		*	.12		
		MAR 24		- SUPPLIES					
3/01/24		13		202403 310-51300-42000		*	33.17		
		MAR 24		- POSTAGE					
3/01/24		14		202403 320-53800-34000		*	625.00		
		MAR 24		- FIELD MANAGEMENT					
4/01/24		15		202404 310-51300-34000		*	2,916.67		
		APR 24		- MGMT FEES					
4/01/24		15		202404 310-51300-49500		*	100.00		
		APR 24		- WEBSITE ADMIN					
4/01/24		15		202404 310-51300-35100		*	150.00		
		APR 24		- IT					
4/01/24		16		202404 320-53800-34000		*	625.00		
		APR 24		- FIELD MANAGEMENT					
GMS - CENTRAL FLORIDA, LLC								9,723.08	100122
4/10/24	00010	4/01/24	25466	202404 310-51300-32200		*	1,500.00		
				AUDIT FYE 09302023					
GRAU AND ASSOCIATES								1,500.00	100123
4/10/24	00003	11/07/23	7899	202310 310-51300-31500		*	458.14		
				OCT 23 - GENERAL COUNSEL					
KILINSKI VAN WYK, PLLC								458.14	100124
4/10/24	00028	3/01/24	11908	202403 320-53800-46200		*	2,660.00		
				MAR 24 - LANDSCAPE MAINT					
		4/01/24	12172	202404 320-53800-46200		*	2,660.00		
				APR 24 - LANDSCAPE MAINT					
PRINCE & SONS INC.								5,320.00	100125
4/10/24	00029	3/21/24	1755	202403 320-53800-49000		*	14,750.00		
				BALANCE FOR WALL REPAIR					
SIGNATURE PRIVACY WALLS OF FLORIDA								14,750.00	100126
6/06/24	00009	5/30/24	22409417	202404 310-51300-31100		*	632.50		
				APR 24 - ENGINEERING SVCS					
DEWBERRY ENGINEERS INC.								632.50	100127
HLMD HIGHLAND MEADO PPOWERS									

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
6/06/24	00025	4/30/24	6397078	202404	310	51300	48000			*	864.20		
			FY24 MTGS/NOT QUAL/REG MT						GANNETT FLORIDA LOCALIQ			864.20	100128
6/06/24	00001	5/01/24	18	202405	310	51300	34000			*	2,916.67		
			MAY 24 - MGMT FEES										
		5/01/24	18	202405	310	51300	49500			*	100.00		
			MAY 24 - WEBSITE ADMIN										
		5/01/24	18	202405	310	51300	35100			*	150.00		
			MAY 24 - IT										
		5/01/24	18	202405	310	51300	51000			*	.06		
			MAY 24 - SUPPLIES										
		5/01/24	18	202405	310	51300	42000			*	45.24		
			MAY 24 - POSTAGE										
		5/01/24	18	202405	310	51300	42500			*	8.70		
			MAY 24 - COPIES										
		5/01/24	19	202405	320	53800	34000			*	625.00		
			MAY 24 - FIELD MANAGEMENT						GMS - CENTRAL FLORIDA, LLC			3,845.67	100129
6/06/24	00010	5/07/24	25702	202405	310	51300	32200			*	1,900.00		
			AUDIT FYE 09302023						GRAU AND ASSOCIATES			1,900.00	100130
6/06/24	00026	6/06/24	06062024	202406	300	20700	10000			*	1,607.54		
			TRANSFER OF TAX RECEIPTS						HIGHLAND MEADOWS CDD			1,607.54	100131
6/06/24	00028	5/01/24	12482	202405	320	53800	46200			*	2,660.00		
			MAY 24 - LANDSCAPE MAINT										
		5/24/24	12794	202405	320	53800	46400			*	2,900.00		
			ADD PINE BARK MULCH WALL										
		5/28/24	12795	202405	320	53800	46200			*	5,685.00		
			LANDSCAPE PROP/ENT&ISLAND										
		6/01/24	12849	202406	320	53800	46200			*	2,660.00		
			JUN 24 - LANDSCAPE MAINT						PRINCE & SONS INC.			13,905.00	100132
6/27/24	00001	5/31/24	24	202405	320	53800	49000			*	224.49		
			CAUTION OFF DEPRESSION										
		6/01/24	20	202406	310	51300	34000			*	2,916.67		
			JUN 24 - MGMT FEES										
		6/01/24	20	202406	310	51300	49500			*	100.00		
			JUN 24 - WEBSITE ADMIN										
		6/01/24	20	202406	310	51300	35100			*	150.00		
			JUN 24 - IT						HLMD HIGHLAND MEADO PPOWERS				

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
6/01/24		20		202406 310-51300-42000		*	30.16		
		JUN 24		- POSTAGE					
6/01/24		20		202406 310-51300-42500		*	3.90		
		JUN 24		- COPIES					
6/01/24		21		202406 320-53800-34000		*	625.00		
		JUN 24		- FIELD MANAGEMENT					
								GMS - CENTRAL FLORIDA, LLC	4,050.22 100133
6/27/24	00028	5/28/24	12952	202405 320-53800-46200		*	4,350.00		
								LANDSCAPE PROP/ENT&MNMNT	
								PRINCE & SONS INC.	4,350.00 100134
7/24/24	00009	7/28/24	22412684	202405 310-51300-31100		*	2,622.50		
								MAY 24 - ENGINEERING SVCS	
								DEWBERRY ENGINEERS INC.	2,622.50 100135
7/24/24	00001	7/01/24	22	202407 310-51300-34000		*	2,916.67		
								JUL 24 - MGMT FEES	
7/01/24		22		202407 310-51300-49500		*	100.00		
								JUL 24 - WEBSITE ADMIN	
7/01/24		22		202407 310-51300-35100		*	150.00		
								JUL 24 - IT	
7/01/24		23		202407 320-53800-34000		*	625.00		
								JUL 24 - FIELD MANAGEMENT	
								GMS - CENTRAL FLORIDA, LLC	3,791.67 100136
7/24/24	00023	1/03/24	01032024	202401 310-51300-42000		*	50.73		
								TAX ROLL POSTAGE	
								JOE G. TEDDER CFC, TAX COLLECTOR	50.73 100137
7/24/24	00028	7/01/24	13218	202407 320-53800-46200		*	2,660.00		
								JUL 24 - LANDSCAPE MAINT	
7/16/24		13388		202407 320-53800-46500		*	244.62		
								REPLC BRKN HEADS/ROTOR	
								PRINCE & SONS INC.	2,904.62 100138
7/30/24	00031	7/25/24	9076669	202407 310-51300-42000		*	493.68		
								JUL 24 - MAIL MERGE/PSTGE	
								ACTION MAIL SERVICES	493.68 100139
7/30/24	00009	7/26/24	22415754	202406 310-51300-31100		*	435.00		
								JUN 24 - ENGINEERING SVCS	
								DEWBERRY ENGINEERS INC.	435.00 100140
7/30/24	00003	2/09/24	8639	202401 310-51300-31500		*	340.00		
								JAN 24 - GENERAL COUNSEL	

HLMD HIGHLAND MEADO PPOWERS

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/09/24	8640		202401 310-51300-31500		*	78.00	
		JAN 24	- OERTWIG LITIGTN				
3/08/24	8887		202402 310-51300-31500		*	76.00	
		FEB 24	- GENERAL COUNSEL				
3/08/24	8888		202402 310-51300-31500		*	19.50	
		FEB 24	- OERTWIG LITIGTN				
4/08/24	9133		202403 310-51300-31500		*	569.00	
		MAR 24	- GENERAL COUNSEL				
5/15/24	9468		202404 310-51300-31500		*	1,120.00	
		APR 24	- GENERAL COUNSEL				
6/19/24	9584		202405 310-51300-31500		*	5,319.31	
		MAY 24	- GENERAL COUNSEL				
7/16/24	9882		202406 310-51300-31500		*	149.00	
		JUN 24	- GENERAL COUNSEL				
7/16/24	9883		202406 310-51300-31500		*	3,235.00	
		JUN 24	- OERTWIG LITIGTN				
KILINSKI VAN WYK, PLLC							10,905.81 100141
TOTAL FOR BANK A						84,110.36	
TOTAL FOR REGISTER						84,110.36	

# SECTION 3

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

***Unaudited Financial Reporting***  
***July 31, 2024***



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



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

	<i>General Fund</i>	<i>Reserve Fund</i>	<i>Debt Service Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
<b>Cash:</b>				
Operating Account	\$ 122,393	\$ -	\$ -	\$ 122,393
<b>Series 2006A</b>				
Reserve	-	-	56,809	56,809
Revenue	-	-	42,323	42,323
Prepayment	-	-	1,177	1,177
General	-	-	29	29
Due from General Fund	-	25,062	1,523	26,584
Prepaid Expenses	\$ -	-	-	-
Deposits	1,810	-	-	1,810
<b>Total Assets</b>	<b>\$ 124,203</b>	<b>\$ 25,062</b>	<b>\$ 101,861</b>	<b>\$ 251,126</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 2,125	\$ -	\$ -	\$ 2,125
Due to	1,523	-	-	1,523
Due to Reserve	25,062	-	-	25,062
<b>Total Liabilities</b>	<b>\$ 28,709</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,709</b>
<b>Fund Balance:</b>				
Nonspendable:				
Deposits	\$ 1,810	\$ -	\$ -	\$ 1,810
Restricted for:				
Debt Service - Series	-	-	101,861	101,861
Unassigned	93,683	25,062	-	118,745
<b>Total Fund Balances</b>	<b>\$ 95,493</b>	<b>\$ 25,062</b>	<b>\$ 101,861</b>	<b>\$ 222,416</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 124,203</b>	<b>\$ 25,062</b>	<b>\$ 101,861</b>	<b>\$ 251,126</b>

# Highland Meadows

## Community Development District

### General Fund

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

For The Period Ending July 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/24	Thru 07/31/24	Variance
<b>Revenues:</b>				
Special Assessments - On Roll	\$ 177,344	\$ 177,344	\$ 177,789	\$ 445
Interest Income	-	-	9	9
Misc. Income	-	-	30,102	30,102
<b>Total Revenues</b>	<b>\$ 177,344</b>	<b>\$ 177,344</b>	<b>\$ 207,900</b>	<b>\$ 30,556</b>
<b>Expenditures:</b>				
<i>General &amp; Administrative:</i>				
Supervisor Fees/FICA	\$ 5,000	\$ 4,167	\$ 2,307	\$ 1,860
Engineering	10,000	8,333	5,974	2,360
Attorney	10,000	8,333	21,631	(13,297)
Annual Audit	3,400	2,833	3,400	(567)
Assessment Roll	5,678	4,732	5,000	(268)
Dissemination Agent	2,400	2,000	-	2,000
Trustee Fees	3,500	3,500	-	3,500
Management Fees	35,449	29,541	29,505	36
Information Technology	-	-	1,408	(1,408)
Postage & Delivery	-	-	670	(670)
Insurance General Liability	3,342	3,342	5,973	(2,631)
Legal Advertising	3,000	2,500	2,451	49
Other Current Charges	7,219	6,016	492	5,524
Website Admin	2,738	2,282	1,323	959
Website Creation	-	-	1,750	(1,750)
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 91,901</b>	<b>\$ 77,754</b>	<b>\$ 82,058</b>	<b>\$ (4,304)</b>
<i>Field</i>				
Field Management	\$ -	\$ -	\$ 6,250	\$ (6,250)
Electric	780	650	650	(0)
Streetlighting	10,140	8,450	9,445	(995)
Water	13,500	11,250	3,680	7,570
Property Insurance	7,824	6,520	5,060	1,460
Entry & Wall Maintenance	2,500	2,083	-	2,083
Landscape Maintenance	30,366	25,305	28,031	(2,726)
Landscape Contingency	3,500	2,917	-	2,917
Mulch	4,650	3,875	2,900	975
Irrigation Repairs	-	-	245	(245)
Contingency	2,183	1,819	42,315	(40,496)
Capital Outlay	10,000	8,333	-	8,333
<b>Total Field</b>	<b>\$ 85,443</b>	<b>\$ 71,202</b>	<b>\$ 98,576</b>	<b>\$ (27,373)</b>
<b>Total Expenditure</b>	<b>\$ 177,344</b>	<b>\$ 148,956</b>	<b>\$ 180,634</b>	<b>\$ (31,678)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 0</b>	<b>\$ 28,388</b>	<b>\$ 27,266</b>	<b>\$ 62,234</b>
<i>Other Financing Sources/(Uses):</i>				
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>\$ 28,388</b>	<b>\$ 32,410</b>	<b>\$ 67,378</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 63,083</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 95,493</b>	

**Highland Meadows**  
**Community Development District**  
**Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending July 31, 2024**

	Adopted Budget	Prorated Budget Thru 07/31/24	Actual Thru 07/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Reserve	\$ 25,000	\$ 25,000	\$ 25,062	\$ 62
Interest Income	-	-	-	-
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,062</b>	<b>\$ 62</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>\$ 25,062</b>	<b>\$ 62</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>\$ 19,918</b>	<b>\$ (5,082)</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 5,144</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 25,062</b>	

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

	Adopted Budget	Prorated Budget Thru 07/31/24	Actual Thru 07/31/24	Variance
<b>Revenues:</b>				
Special Assessments - On Roll	\$ 87,984	\$ 87,984	\$ 89,149	\$ 1,165
Interest Income	-	-	4,552	4,552
<b>Total Revenues</b>	<b>\$ 87,984</b>	<b>\$ 87,984</b>	<b>\$ 93,701</b>	<b>\$ 5,717</b>
<b>Expenditures:</b>				
Interest Expense - 11/01	\$ 21,725	\$ 21,725	\$ 21,588	\$ 138
Interest Expense - 05/01	21,725	21,725	21,725	-
Principal Expense - 05/01	45,000	45,000	45,000	-
Special Call - 11/01	-	-	5,000	(5,000)
<b>Total Expenditures</b>	<b>\$ 88,450</b>	<b>\$ 88,450</b>	<b>\$ 93,313</b>	<b>\$ (4,863)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (466)</b>	<b>\$ (466)</b>	<b>\$ 388</b>	<b>\$ 854</b>
<b>Net Change in Fund Balance</b>	<b>\$ (466)</b>	<b>\$ (466)</b>	<b>\$ 388</b>	<b>\$ 854</b>
<b>Fund Balance - Beginning</b>	<b>\$ 36,500</b>		<b>\$ 101,473</b>	
<b>Fund Balance - Ending</b>	<b>\$ 36,034</b>		<b>\$ 101,861</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	\$ -	\$ 727	\$ 1,782	\$ 3,012	\$ 24	\$ -	\$ -	\$ 177,789
Interest Income	9	-	-	-	-	-	-	-	-	-	-	-	9
Misc Income	-	715	-	29,087	-	-	300	-	-	-	-	-	30,102
<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>\$ 1,027</b>	<b>\$ 1,782</b>	<b>\$ 3,012</b>	<b>\$ 24</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 207,900</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees/FICA	\$ -	\$ 800	\$ -	\$ 646	\$ -	\$ -	\$ 646	\$ -	\$ -	\$ 215	\$ -	\$ -	\$ 2,307
Engineering	1,041	650	593	-	-	-	633	2,623	435	-	-	-	5,974
Attorney	458	8,182	2,085	418	96	569	1,120	5,319	3,384	-	-	-	21,631
Annual Audit	-	-	-	-	-	1,500	1,900	-	-	-	-	-	3,400
Assessment Roll	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000
Dissemination Agent	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fees	3,254	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	-	-	29,505
Information Technology	58	150	150	150	150	150	150	150	150	150	-	-	1,408
Postage & Delivery	-	1	5	53	9	33	-	45	30	494	-	-	670
Insurance General Liability	5,973	-	-	-	-	-	-	-	-	-	-	-	5,973
Legal Advertising	1,285	302	-	-	-	-	864	-	-	-	-	-	2,451
Other Current Charges	67	-	253	-	-	-	-	168	4	-	-	-	492
Website Admin	423	100	100	100	100	100	100	100	100	100	-	-	1,323
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>\$ 6,033</b>	<b>\$ 3,271</b>	<b>\$ 5,269</b>	<b>\$ 8,329</b>	<b>\$ 11,322</b>	<b>\$ 7,020</b>	<b>\$ 3,876</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,058</b>
<b>Field</b>													
Field Management	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ -	\$ -	\$ 6,250
Electric	66	66	65	65	65	65	65	65	65	65	-	-	650
Streetlighting	958	958	958	958	937	937	937	937	937	926	-	-	9,445
Water	199	405	550	880	285	235	229	227	235	436	-	-	3,680
Property Insurance	5,060	-	-	-	-	-	-	-	-	-	-	-	5,060
Entry & Wall Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Landscape Maintenance	-	2,531	2,531	2,660	2,660	2,660	2,660	7,010	2,660	2,660	-	-	28,031
Mulch	-	-	-	-	-	-	-	2,900	-	-	-	-	2,900
Irrigation Repairs	-	-	-	-	-	-	-	-	-	245	-	-	245
Contingency	1,478	-	1,196	14,750	2,106	14,750	-	5,909	-	2,125	-	-	42,315
<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>\$ 4,516</b>	<b>\$ 17,674</b>	<b>\$ 4,522</b>	<b>\$ 7,081</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,576</b>
<b>Total Expenditures</b>	<b>\$ 26,121</b>	<b>\$ 17,686</b>	<b>\$ 12,027</b>	<b>\$ 25,971</b>	<b>\$ 9,949</b>	<b>\$ 24,541</b>	<b>\$ 12,845</b>	<b>\$ 28,996</b>	<b>\$ 11,541</b>	<b>\$ 10,957</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 180,634</b>
<b>Excess (Deficiency) of Rev. over Exp.</b>	<b>\$ (26,111)</b>	<b>\$ (7,243)</b>	<b>\$ 148,199</b>	<b>\$ 4,268</b>	<b>\$ (8,812)</b>	<b>\$ (24,541)</b>	<b>\$ (11,818)</b>	<b>\$ (27,214)</b>	<b>\$ (8,529)</b>	<b>\$ (10,933)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,266</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>\$ 4,268</b>	<b>\$ (8,812)</b>	<b>\$ (24,541)</b>	<b>\$ (11,818)</b>	<b>\$ (27,214)</b>	<b>\$ (8,529)</b>	<b>\$ (10,933)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,410</b>

**Highland Meadows**  
**Community Development District**  
**Long Term Debt Report**

<b>Series 2006A, Special Assessment Bonds</b>		
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	\$51,043	
Reserve Fund Balance	56,809	
Bonds Outstanding - 9/30/2022		\$835,000
Less: Principal Payment - 05/01/2023		(\$45,000)
Less: Principal Payment - 11/01/23		(\$5,000)
Less: Principal Payment - 05/01/2024		(\$45,000)
<b>Current Bonds Outstanding</b>		<b>\$740,000</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
			60.89%		8.58%		30.53%		100.00%

Date	Gross Amount	Discount/(Penalty)	Commission	Interest	Net Receipts	2006			
						O&M Portion	Capital Reserve	Debt Service	Total
10/14/23	\$ 477.76	\$ 25.08	\$ 9.05	\$ -	\$ 443.63	270.11	38.08	135.45	\$ 443.64
10/31/23	969.64	38.78	18.62	-	912.24	555.42	78.30	278.52	912.24
11/05/23	1944.64	77.79	37.34	-	1,829.51	1,113.91	157.03	558.57	1,829.51
11/12/23	13596.40	543.87	261.05	-	12,791.48	7,788.19	1,097.89	3,905.40	12,791.48
12/08/23	7767.84	310.73	149.14	-	7307.97	4,449.51	627.24	2,231.22	7307.97
12/22/23	270979.80	10,839.40	5,202.81	-	254,937.59	155,220.67	21,881.23	77,835.69	254,937.59
12/29/23	969.64	38.79	18.62	-	912.23	555.42	78.30	278.52	912.23
01/17/24		0.00	-	738.00	738.00	449.34	63.34	225.32	738.00
01/10/24	1215.58	36.47	23.58	-	1,155.53	703.55	99.18	352.80	1,155.53
02/09/24	1944.64	38.90	38.11	-	1,867.63	1,137.12	160.30	570.21	1,867.63
04/10/24	1218.26	0.00	24.37	-	1,193.89	726.91	102.47	364.51	1,193.89
05/31/24	2975.30	0.00	59.51	6.96	2,922.75	1,782.26	250.26	890.23	2,922.75
06/21/24	2,003.00	-	40.06	-	1,962.94	1,195.15	168.48	599.31	1,962.94
06/28/24	3,045.41	-	60.91	-	2,984.50	1,817.14	256.16	911.21	2,984.51
07/25/24	\$0.00			\$39.40	39.40	23.99	3.38	12.03	39.40
<b>TOTAL</b>	<b>\$ 309,107.91</b>	<b>\$ 11,949.81</b>	<b>\$ 5,943.17</b>	<b>\$ 784.36</b>	<b>\$ 291,999.29</b>	<b>\$ 177,788.69</b>	<b>\$ 25,061.63</b>	<b>\$ 89,148.98</b>	<b>\$ 291,999.31</b>

# SECTION 4





## **Memorandum**

**To:** Board of Supervisors

**From:** District Management

**Date:** August 23, 2024

**RE:** HB7013 – Special Districts Performance Measures and Standards

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To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

**Exhibit A:**  
Goals, Objectives and Annual Reporting Form

# Highland Meadows Community Development District Performance Measures/Standards & Annual Reporting Form

October 1, 2024 – September 30, 2025

## **1. Community Communication and Engagement**

### **Goal 1.1: Public Meetings Compliance**

**Objective:** Hold at least three regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

**Measurement:** Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of three board meetings were held during the Fiscal Year.

**Achieved:** Yes  No

### **Goal 1.2: Notice of Meetings Compliance**

**Objective:** Provide public notice of meetings in accordance with Florida Statutes, using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

**Standard:** 100% of meetings were advertised per Florida statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

**Achieved:** Yes  No

### **Goal 1.3: Access to Records Compliance**

**Objective:** Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

**Measurement:** Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

**Standard:** 100% of monthly website checks were completed by District Management.

**Achieved:** Yes  No

## **2. Infrastructure and Facilities Maintenance**

### **Goal 2.1: Field Management and/or District Management Site Inspections**

**Objective:** Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District's infrastructure.

**Measurement:** Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager's reports, notes or other record keeping method.

**Standard:** 100% of site visits were successfully completed as described within district management services agreement

**Achieved:** Yes  No

### **Goal 2.2: District Infrastructure and Facilities Inspections**

**Objective:** District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

**Measurement:** A minimum of one inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems.

**Standard:** Minimum of one inspection was completed in the Fiscal Year by the district's engineer.

**Achieved:** Yes  No

## **3. Financial Transparency and Accountability**

### **Goal 3.1: Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

**Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

**Achieved:** Yes  No

### **Goal 3.2: Financial Reports**

**Objective:** Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

**Measurement:** Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

**Standard:** CDD website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

**Achieved:** Yes  No

**Goal 3.3: Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection, and transmit to the State of Florida.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD’s website and transmitted to the State of Florida.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

**Achieved:** Yes  No

Chair/Vice Chair: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Highland Meadows Community Development District

District Manager: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Highland Meadows Community Development District

# SECTION 5

**BOARD OF SUPERVISORS MEETING DATES  
HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2025**

The Board of Supervisors of the Highland Meadows Community Development District will hold their regular meetings for Fiscal Year 2025 at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, FL 33850 at 2:00 p.m., unless otherwise indicated as follows:

**November 12, 2024**

**April 8, 2025**

**June 10, 2025**

**August 12, 2025**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services - Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

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

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

District Manager