

**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, **August 23, 2024**, at the Lake Alfred Public Library, 245 North Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Cindy Chenowith
Headley Oliver
Eric Chenowith
Kevin Serrano

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also, present were:

Tricia Adams
Meredith Hammock
Rey Malave *via Zoom*
Joel Blanco

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

The following is a summary of the discussions and actions taken at the August 23, 2024 Highland Meadows Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order. Four Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams noted there is one member of the public present. She asked for public comments on agenda items and noted there is also a public hearing for the budget and assessment resolution, please hold budget comments until that time. There being no comments, the next item followed.

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THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Supervisor Martinez, Seat 2

Ms. Adams presented the letter of resignation from Supervisor Martinez, Seat 2. This term expires in November of 2026. Mr. Chenowith nominated Jason Munoz.

On MOTION by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Acceptance of Resignation of Supervisor Martinez – Seat 2, and the Appointment of Jason Munoz to Seat #2. was approved

B. Administration of Oath of Office to Newly Appointed Supervisor

Ms. Adams noted since Mr. Munoz is not in attendance, the oath of office will be administered at a later time.

C. Consideration of Resolution 2024-07 Electing Officers

Ms. Adams stated the Board can keep the same slate of officers and appoint Mr. Munoz as Assistant Secretary.

On MOTION by Mr. Chenowith, seconded by Mr. Oliver, with all in favor, Resolution 2024-07 Electing Officers – Keep Current Slate of Officers & Appoint Jason Munoz as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Public Hearing

Ms. Adams asked for a motion to open public hearings for the budget adoption and for the imposition of assessments.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith with all in favor, Opening the Public Hearing, was approved.

Ms. Adams asked for any public comment regarding the proposed budget and assessments. Hearing no comments, she asked for a motion to close the public hearing.

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On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, Closing the Public Hearing, was approved.

A. Consideration of Resolution 2024-08 Adopting the Fiscal Year 2025 Proposed Budget and Appropriating Funds

Ms. Adams stated adoption of this resolution memorializes Board members previously approved a proposed budget at least 60 days in advance of the public hearing and the proposed budget has been provided to the local government, posted on the CDD website and noticed in accordance with Florida Statute. There is a \$300 increase per unit in order to increase the amount of money going into the reserve fund. The actuals have been updated through July 31, 2024.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, Resolution 2024-08 Adopting the Fiscal Year 2025 Proposed Budget and Appropriating Funds, was approved.

B. Consideration of Resolution 2024-09 Imposing Fiscal Year 2025 Special Assessments and Certifying an Assessment Roll

Ms. Adams stated Resolution 2024-09 funds the budget with CDD maintenance fees and the Board is also authorizing collection of the debt service fees.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, Resolution 2024-09 Imposing Fiscal Year 2025 Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

**Approval of Minutes of the May 3, 2024
Audit Committee and Board of
Supervisors Meeting**

Ms. Adams presented the minutes of the May 3, 2024 Audit Committee and Board of Supervisors meetings. These have been reviewed by District Counsel and District Management.

On MOTION by Mr. Chenowith, seconded by Mr. Oliver, with all in favor, the Minutes of the May 3, 2024 Audit Committee and Board of Supervisors Meetings, were approved.

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SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-10
Declaring Seats 3, 4, and 5 Vacant
Effective November 19, 2024**

Ms. Adams stated all three Board members have indicated a willingness to serve another term so this will be addressed at the next Board meeting. She asked for a motion to approve.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, Resolution 2024-10 Declaring Seats 3, 4, and 5 Vacant Effective November 19, 2024, was approved.

SEVENTH ORDER OF BUSINESS

**Approval of Traffic Agreement with the
City of Davenport**

Ms. Adams noted the City of Davenport has requested this agreement with the CDD in order to enforce traffic. The agreement has been reviewed by District Counsel.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Traffic Agreement with the City of Davenport (CDD map needs to be changed out), was approved.

**Mr. Serrano left the meeting at this time.*

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock reminded the Board of completing ethics training by December 31st. She will send links for free ethics training. The Board agreed to add a February 11, 2025 meeting and change the August meeting to the 26th to the FY2025 meeting schedule at 12:30 p.m.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the FY2025 Meeting Schedule as Amended to add February 11, 2025 and Change August Meeting to August 26, 2025 and all Meetings to be Scheduled/Noticed for 12:30 p.m., was approved.

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B. Engineer

Mr. Malave noted they worked with staff on repairs and everything has been done. Mr. Chenowith asked Rey/Chase to review the erosion issue at 232 Highland Meadows Place. (Add to action items for tracking.)

C. Field Manager's Report

Mr. Blanco presented the Field Manager's Report on page 63 of the agenda package. A Board member noted since they will have an agreement with the police department, should they repaint the curbs yellow so the police can enforce it when someone is parked there. Mr. Blanco will document it for the next meeting. Mr. Chenowith asked Joel to review the sidewalk in front of his home.

i. Ratification of CCTV Storm Line Service Proposal

Ms. Adams noted the Chair approved this proposal for \$2,125 so this work could be completed. She asked for a motion to ratify the approval of the proposal.

On MOTION by Mr. Chenowith, seconded by Mr. Oliver, with all in favor, the CCTV Storm Line Service Proposal, was ratified.

ii. Consideration of Proposal for Tree Trimming

Mr. Blanco proposed trimming of 15 oaks in the median and on Davenport Blvd - DEFER until March or April.

iii. Consideration of GMS Proposal for Sidewalk Grinds and Repairs

Mr. Blanco presented a proposal for 4 sidewalks with severe cracks that need repaired and 26 lifted sidewalks to grind down. He has a map of the areas that need repaired.

On MOTION by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the GMS Proposal for Sidewalk Grinds and Repairs NTE \$3,600, was approved.

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D. District Manager’s Report

i. Action Items

Ms. Adams reviewed the action items list with Board Members.

ii. Approval of Check Register

Ms. Adams presented the check register from April 1, 2024 through July 31, 2024 totaling \$52,359.14 on page 81 of the agenda package. A detailed run summary follows the register.

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

iii. Balance Sheet and Income Statement

Ms. Adams reviewed the balance sheet and income statement through the end of July. The District was fully collected as of the end of July. She received a note from the accountant that a money market account was opened for the CDD.

iv. Adoption of District Goals & Objectives

Ms. Adams updated the Board on new Florida legislation that requires CDD’s to adopt annual goals and objectives before October 1st every calendar year and report if the District did or did not meet those goals by December 1, 2025. GMS has recommended goals & objectives and the document is included in the agenda package.

On MOTION by Ms. Chenowith, seconded by Mr. Oliver, with all in favor, the Adoption of Goals & Objectives as Amended to Add 1.4 Provide Notice of CDD BOS Meetings to HOA and 2.3 Track Action Items at Each BOS Meeting, was approved.

v. Approval of Fiscal Year 2025 Meeting Schedule

Item addressed under attorney’s report.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor Requests

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There being no comments, the next item followed.

ELEVENTH 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.

Signed by:

Tricia Adams

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Secretary/Assistant Secretary

Signed by:

Cindy Chenowith

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Chairman/Vice Chairman