

**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 Tuesday, **November 12, 2024**, at the Lake Alfred Public Library, 245 North Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Cindy Chenowith	Chairperson
Headley Oliver <i>joined late</i>	Vice Chair
Eric Chenowith	Assistant Secretary
Kevin Serrano	Assistant Secretary
Jason Munoz	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Savannah Hancock	District Counsel, Kilinski Van Wyk
Joel Blanco	Field Manager, GMS

The following is a summary of the discussions and actions taken at the November 12, 2024 Highland Meadows Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 12:30 p.m. Four Board members were in attendance in person, constituting a quorum, with Supervisor Oliver joining the meeting at approximately 12:36 p.m.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period for public members to make statements to the Board. There were no public comments at this time.

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THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath of Office to Supervisor Munoz

Ms. Adams stated the oath of office was administered to Jason Munoz prior to the start of the Board meeting.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the August 23, 2024 Board of Supervisors Meeting

Ms. Adams presented the minutes of the August 23, 2024, Board of Supervisors meeting. These minutes have been reviewed by District Counsel and the District Engineer. She asked for a motion to approve as presented.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Minutes of the August 23, 2024 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-01 Amending the Fiscal Year 2024 Adopted Budget

Ms. Adams stated Florida Statutes requires budget amendments to be completed within 60 days of the end of the fiscal year. Resolution 2025-01 amends the general fund budget for FY24.

**Headley Oliver joined the meeting at this time.*

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, Resolution 2025-01 Amending the Fiscal Year 2024 Adopted Budget, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-02 Authorizing Publication of Legal Notices on Public Website

Ms. Adams noted a change in Florida Statutes allowing electronic publication if the county government facilitates a website. Polk County has started a website. Resolution 2025-02 authorizes some of the District's legal notices to be published on the county website.

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On MOTION by Mr. Chenowith, seconded by Mr. Munoz, with all in favor, Resolution 2025-02 Authorizing Publication of Legal Notices on Public Website, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Fiscal Year 2024 Audit Engagement Letter

Ms. Adams noted the District is required to undergo an annual independent audit each year. Grau & Associates has been selected for audit services. The fee for the FY24 audit is \$3,200.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Fiscal Year 2024 Audit Engagement Letter, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock reviewed the Sunshine Law, Public Records Law, and Ethics Law for Supervisor Munoz.

B. Engineer

i. Consideration of Work Authorization 2025-1

Ms. Adams noted this work authorization was prepared by Dewberry with Rey Malave as the primary engineer. It memorializes that they are the District Engineer and anticipate they can complete all of the efforts required for the budgeted amount for FY25 which is \$10K.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, Work Authorization 2025-1, was approved.

C. Field Manager's Report

Mr. Blanco reviewed the Field Managers Report on page 44 of the agenda package. A Board member spoke about requesting an extension of the apron of his driveway. Ms. Hammock noted staff can work with the Board member as an individual homeowner with Rey to make sure design is not impacting the functionality of the system as it is permitted and then draft a cost share agreement. If the Board is amenable, the Chair or Vice Chair can execute this between meetings.

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A Board member recommended signs on the curbs making them no parking zones, with 24-hour towing. Ms. Hammock noted if there were existing parking rules, they would have to modify those rules and hold a public hearing. Staff will research the current parking rules and bring back a proposed change to no parking zones at the next Board meeting.

On MOTION by Ms. Chenowith, seconded by Mr. Munoz, with all in favor, Setting a Public Hearing to Amend and Restate Parking Rules for February 11, 2025 at 12:30 p.m. at Lake Alfred Public Library, was approved.

Ms. Adams noted staff can provide galvanized U channel, fluted aluminum, and round black powder coated options for sign posts.

D. District Manager's Report

i. Action Items

Ms. Adams stated the Action Items list backup was dropped off the agenda. Updated items included records repository in Polk County that the District Management team is working on, the review of tract B in the vicinity of 127 Highland Meadows regarding erosion, the construction plan for the boundary property in the vicinity of Highland Meadows Place cul-de-sac, ethics training scheduled sessions as part of FY25 meeting schedule, sidewalk maintenance, CDD meeting notice, rough cost estimate for milling and resurfacing the roadway in Spring 2025, cost to send expense report for litigation to the Board, tracking tree trimming proposals, erosion at 232 Highland Meadows Place and small dip in the roadway near Highland Meadows Court, debris removal.

ii. Approval of Check Register

Ms. Adams presented the check register from August 1st through September 30th totaling \$76,594.61. A detailed run summary immediately follows.

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

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iii. Balance Sheet and Income Statement

Ms. Adams noted on page 59 of the agenda package is the combined balance sheet through the end of September. No Board action is required.

NINTH ORDER OF BUSINESS

Other Business

Ms. Adams noted the Chairman requested a change in the annual meeting schedule. The scheduled meeting on August 6, 2025, will be changed to August 12, 2025, at 12:30 p.m.

On MOTION by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, to Amend the FY2025 Meeting Schedule with August Date Falling on August 12th, Same Time & Place, was approved.

TENTH ORDER OF BUSINESS

Supervisor Requests

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Adams asked for a motion to adjourn.

On MOTION by Mr. Chenowith, seconded by Mr. Munoz, 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