

**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, **February 11, 2025**, at 12:30 p.m. the Lake Alfred Public Library, 245 North Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Cindy Chenowith
Headley Oliver *by Zoom*
Eric Chenowith
Kevin Serrano
Jason Munoz

Chairperson
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also, present were:

Tricia Adams
Monica Virgen
Meredith Hammock
Grace Rinaldi
Rey Malave
Chace Arrington
Joel Blanco

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

The following is a summary of the discussions and actions taken at the February 11, 2025 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 constituting a quorum. Mr. Oliver joined by Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period.

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Highland Meadows CDD

Resident (Nickie Smith, 2717 Highland Meadows Dr.) stated they are not sure of the role of the CDD in the community. Irrigation in the front of the community needs to be fixed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of Individuals to Fill Seats 3, 4, and 5

Ms. Chenowith nominated herself, Eric Chenowith, and Headley Oliver to the Board.

On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, Appointing Cindy Chenowith, Eric Chenowith and Headley Oliver to the Board, was approved.

B. Administration of Oath of Office to Newly Appointed Supervisors

Ms. Adams administered the oath of office to Eric Chenowith and Cindy Chenowith. Mr. Oliver's oath will be taken at a later meeting.

C. Consideration of Resolution 2025-03 Electing Officers

Ms. Adams stated currently Cindy Chenowith serves as Chair, Oliver Headley as Vice Chair, and Kevin Serrano, Jason Munoz, and Eric Chenowith serve as Assistant Secretaries. Jill Burns serves as Secretary, Tricia Adams as Assistant Secretary, George Flint as Treasurer, Katie Costa and Darrin Mossing as Assistant Treasurers. Monica Virgen will be added as an Assistant Secretary.

On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, Resolution 2025-03 Electing Officers keeping the same slate of officers and adding Monica Virgen as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-04 Ratifying Staff Action to Set Public Hearing for the Purpose of Adopting Amended Parking Rules

Ms. Adams noted approval of this resolution ratifies setting the public hearing to amend the parking rules today.

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Highland Meadows CDD

On MOTION by Ms. Chenowith, seconded by Mr. Munoz, with all in favor, Resolution 2025-04 Ratifying Staff Action to Set Public Hearing for the Purpose of Adopting Amended Parking Rules, was approved.

FIFTH ORDER OF BUSINESS**Public Hearing Regarding Rules Related to Parking and Enforcement**

Ms. Adams asked for a motion to open the public hearing.

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

Ms. Adams noted this is an opportunity for members of the public to make a statement to the Board regarding parking rules. Hearing no comments, she asked for a motion to close the public hearing.

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

A. Consideration of Resolution 2025-05 Adopting Amended Parking Rules

Ms. Adams stated approval of Resolution 2025-05 will amend and restate the parking rules that were previously adopted by the Board. These parking rules are enforceable with towing. A copy of the overnight parking and parking enforcement is on page 22, the tow away zones are on page 26 as well as identifying the curbs designated as no parking zones at all times. The definition of overnight will be changed to 12:00 a.m. to 6:00 a.m. every day. The definition of holiday will be added back which will be from the current policy. A limit to parking passes is added. Seven days of overnight parking with the hardship exemption exception between the District Manager final decision with the Chair will be added. An E-blast with new parking rules will be sent out.

On MOTION by Ms. Chenowith, seconded by Mr. Munoz, with Mr. Serrano and Mr. Oliver in favor and Mr. Chenowith opposed, Resolution 2025-05 Adopting Amended Parking Rules, was approved as amended.

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Highland Meadows CDD

SIXTH ORDER OF BUSINESS

Approval of Minutes of the November 12, 2024 Board of Supervisors Meeting

Ms. Virgen presented the minutes of the November 12, 2024 Board of Supervisors meeting. The Board had no changes to the minutes.

On MOTION by Mr. Chenowith, seconded by Mr. Munoz, with all in favor, the Minutes of the November 12, 2024 Board of Supervisors Meeting, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Non-Ad Valorem Agreement with Polk County Property Appraiser

Ms. Virgen noted this agreement allows for the District to place the assessments on the Non-Ad Valorem portion of the Polk County Property Tax bill.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Non-Ad Valorem Agreement with Polk County Property Appraiser, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Data Sharing and Usage Agreement

Ms. Virgen noted this agreement states that Highland Meadows CDD will hold any records exempt that Polk County holds exempt. Those exempt records for example are for judges, police officers, government members, etc.

On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, the Data Sharing and Usage Agreement, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Ethics Training Information (Moved to Last Agenda Item)

Ms. Rinaldi reviewed the Sunshine Law and Code of Ethics with the CDD Supervisors.

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Highland Meadows CDD

B. Engineer

Ms. Adams asked Mr. Arrington for an estimate on milling and resurfacing the roadways. Mr. Arrington noted the estimated grand total is \$213,503. Rey suggested doing a walk around of all roads to get a quick evaluation to see what the lifespan of each roadway would be. Mr. Chenowith asked for a review of the road at 213 Highland Meadows St. and 134 Highland Meadows Dr.

C. Field Manager's Report

Mr. Blanco reviewed the Field Manager's Report on page 65 of the agenda package. He will bring back a proposal for hostile vegetation around the fence that keeps being trespassed.

Resident Nickie Smith provided a list of complaints/issues in the community. Staff will review the list.

i. Consideration of Proposal for Tree Trimming Along Entrances

Ms. Adams noted this proposal was presented to the Board previously and Mr. Chenowith asked that it be brought back after the first of the year. The total amount of the proposal is \$2,565 for nine oak tree trimmings and removal of the debris. A Board member noted to update the proposal to say Highland Meadows not Highland Meadows II.

On MOTION by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Prince & Sons Proposal for Tree Trimming Along Entrances, was approved.

ii. Consideration of Proposal for "No Curb Parking" Signs

Mr. Blanco reviewed the options for the no curb parking signs. A map is included.

On MOTION by Ms. Chenowith, seconded by Mr. Munoz, with all in favor, the Proposal for "No Curb Parking" Signs Option 3 for \$4,805, was approved.
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iii. Ratification of Proposal to Replace Palm Tree

Ms. Adams noted Chairman Chenowith approved the proposal for palm tree replacement for \$800 on January 22. She provided a copy of the DocuSign from Prince & Sons.

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On MOTION by Mr. Munoz, seconded by Mr. Chenowith, with all in favor, the Prince & Sons Proposal for Palm Tree Replacement for \$800, was ratified.

D. District Manager's Report

i. Action Items

Ms. Adams reviewed the Action Items List.

ii. Approval of Check Register

Ms. Adams presented the check register from October 1, 2024 to December 31, 2024 totaling \$58,343.74. Immediately following is a detailed run summary.

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

iii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through December 31, 2024.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS


Adjournment

Ms. Adams asked for a motion to adjourn.

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

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 Secretary/Assistant Secretary

Signed by:

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 Chairman/Vice Chairman