

**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, **June 10, 2025**, at 12:31 p.m. 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 by Zoom</i>	Vice Chairperson
Eric Chenowith <i>by Zoom</i>	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
Alex Makransky	Kilinski Van Wyk
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Joel Blanco	Field Services Manager, GMS

*The following is a summary of the discussions and actions taken at the June 10, 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 12:31 p.m. Three Board members were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams stated there were no members of the public present or joining by Zoom.

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**THIRD ORDER OF BUSINESS****Public Hearings**

Ms. Adams stated there are two public hearings to consider the budget for FY2026 as well as a resolution imposing the assessments and certifying the assessment roll. She asked for a motion to open the public hearings.

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

Ms. Adams asked for any members of the public that would like to make comment regarding the proposed budget or the proposed assessments. She noted there are no members of the public that want to make comment so asked for a motion to close the public hearings.

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

**A. Consideration of Resolution 2025-07 Adopting the Fiscal Year 2026 Proposed Budget and Appropriating Funds**

Ms. Adams stated approval of this resolution adopts your budget for FY2026 starting October 1, 2025 and ending September 30, 2026. It also appropriates the budget in accordance with the adopted budget and includes provisions for any budget amendments during FY2026. Attached to the resolution as an exhibit is a copy of the approved proposed budget.

On MOTION by Ms. Chenowith, seconded by Mr. Munoz, with all in favor, Resolution 2025-07 Adopting the Fiscal Year 2026 Proposed Budget and Appropriating Funds, was approved.

**B. Consideration of Resolution 2025-08 Imposing Fiscal Year 2026 Special Assessments and Certifying an Assessment Roll**

Ms. Adams stated now that the budget has been adopted it needs to be funded. The proposed way to fund it is with special assessments. These are the maintenance fees that will be on the property tax bill. This resolution authorizes the imposition and collection of your maintenance fee and authorizes collection of your debt service fees which were imposed at the time the bond was issued.

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On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, Resolution 2025-08 Imposing Fiscal Year 2026 Special Assessments and Certifying an Assessment Roll, was approved.

**FOURTH ORDER OF BUSINESS****Approval of Minutes of the April 8, 2025  
Board of Supervisors Meeting**

Ms. Adams presented the minutes from the April 8, 2025 Board of Supervisors meeting. The minutes have been reviewed by the District Manager and District Counsel. She offered to take any corrections. Ms. Chenowith stated the minutes look good.

On MOTION by Mr. Munoz, seconded by Ms. Chenowith, with all in favor, the Minutes of the April 8, 2025 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS****Presentation of Fiscal Year 2024 Financial  
Audit Report**

Ms. Adams stated each year the District is required to undergo an annual independent audit of all of their financial records. This is for the records that ended September 30, 2024. They are scheduled to be filed with the state of Florida by June 30<sup>th</sup> each year. The letter to the Board of Supervisors is on page 62. It is a clean audit.

On MOTION by Ms. Chenowith, seconded by Mr. Munoz, with all in favor, Accepting the Fiscal Year 2024 Financial Audit Report, was approved.

**SIXTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Hammock reminded Board members that Form 1 is due to be filed electronically by July 1<sup>st</sup>.

**i. Code of Ethics Presentation**

Ms. Hammock stated this will be presented at the end of the meeting.

**B. Engineer**

Mr. Arrington didn't have anything to present but offered to take questions.

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**C. Field Manager's Report**

Mr. Blanco reviewed the Field Manager's Report on page 99 of the agenda package. Mr. Munoz requested that Joel review CDD property nearby 212 Highland Meadows Place in the back.

*\*Supervisor Headley Oliver joined the meeting by Zoom.*

**i. Proposal for Blue Agave Installation (2)**

Mr. Blanco presented a Prince & Sons proposal to install Blue Agave on the chain link fence line. There is a 7-gallon option for \$2,200 and a 15-gallon option for \$2,400.

On MOTION by Ms. Chenowith, seconded by Mr. Munoz, with all in favor, the Prince & Sons Proposal for the 15-gallon Blue Agave at \$2,400, was approved.
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**ii. Proposal for Installation of "No Curve Parking" Post Toppers**

Mr. Blanco reviewed a GMS proposal to install 10 acorn finials on existing "no curve parking" signs for \$1,088.59.

On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, the GMS Proposal to Install "No Curve Parking" Post Toppers, was approved.
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**D. District Manager's Report****i. Action Items**

Ms. Adams stated on page 112 is the Action Items for June 2025.

**ii. Approval of Check Register**

Ms. Adams presented the check register from March 1<sup>st</sup> through April 30<sup>th</sup> totaling \$37,459.37. Following the check register is a detailed run summary. She offered to answer any questions.

On MOTION by Ms. Chenowith, seconded by Mr. Munoz, with all in favor, the Check Register totaling \$37,459.37, was approved.
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**iii. Balance Sheet and Income Statement**

Ms. Adams presented the combined balance sheet as well as budget year to date along with the prorated expenses through the end of April 2025. Your combined balance sheet is on page 122.

**iv. Presentation of Registered Voters – 394**

Ms. Adams stated there are 394 registered voters within the boundaries of the Highland Meadows CDD.

**v. Goals & Objectives**

**a. Presentation of Fiscal Year 2025 Authorizing Chair to Execute**

Ms. Adams stated its best practice to update the goals and objectives when the annual budget is presented for adoption. Your 2025 goals & objectives that were adopted by the Board last year are being presented for a status update. The District is on track to meet the District's goals & objectives. She asked the Board to authorize the Chair to approve the final form of the report so it can be posted on the Districts website by December 1<sup>st</sup>.

On MOTION by Mr. Munoz, seconded by Mr. Serrano, with all in favor, to Authorize Chair to Approve the Final Form of the Goals & Objectives Report, was approved.

**b. Adoption of Fiscal Year 2026 Goals & Objectives**

Ms. Adams stated they do have the proposed goals & objectives for FY26. They are repeating the goals & objectives from FY25 in order to meet the new government requirement.

On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, Adoption of Fiscal Year 2026 Goals & Objectives, was approved.

**vi. Reminder of Form 1 Filing Deadline – July 1<sup>st</sup>**

Ms. Adams reminded Board members the deadline for filing Form 1 is July 1st.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

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**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Chenowith noted there seem to be issues because the HOA president doesn't have enough help. She asked if GMS handles HOAs. Ms. Adams stated no. She offered to pass on names of HOA management firms that she is familiar with.

Ms. Hammock provided a Code of Ethics presentation.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Ms. Adams asked for a motion to adjourn.

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



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Secretary/Assistant Secretary

Signed by:



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Chairman/Vice Chairman