

**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, **August 12, 2025**, at 12:33 p.m. at the Lake Alfred Public Library, 245 North Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Cindy Chenowith  
Eric Chenowith  
Kevin Serrano  
Jason Munoz

Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also, present were:

Tricia Adams  
Meredith Hammock  
Cole Landau  
Joel Blanco

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
District Engineer, Dewberry (on Zoom)  
Field Services Manager, GMS

*The following is a summary of the discussions and actions taken at the August 12, 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 12:33 p.m. Four 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****Approval of Minutes of the June 10, 2025  
Board of Supervisors Meeting**

Ms. Adams presented a draft of the meeting minutes from the June 10, 2025 Board of Supervisors meeting. The draft has been reviewed by the District Manager and District Counsel. She offered to take any corrections.

On MOTION by Ms. Chenowith, seconded by Mr. Munoz, with all in favor, the Minutes of the June 10, 2025 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2025-09  
Adopting the Annual Meeting Schedule  
for Fiscal Year 2026**

Ms. Adams stated Resolution 2025-09 is included in the agenda package on page 12, attached to the resolution is exhibit A with meeting schedule being at 12:30 p.m. following the same dates as the current fiscal year. It is the second Tuesday of the month. In November it will be the first Wednesday of the month due to the Veterans Day holiday.

On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, Resolution 2025-09 Adopting the Annual Meeting Schedule for Fiscal Year 2026, was approved.

**FIFTH ORDER OF BUSINESS****Ratification of Agreement for Erosion  
Repair Services with FLG Service Group**

Ms. Adams discussed the severe erosion discovered at end of June. The engineer's office took action to develop a scope for repairs and contacted vendors. Field staff coned off the area as it did affect the pedestrian sidewalk. As a result of heavy rainfall, there was further erosion damage so a bigger section was coned off for safety. With the repair being urgent, the proposal was presented to the Chair for consideration and she approved the proposal. The vendor was engaged and District Counsel prepared the form of agreement. The agreement was fully executed. The District Engineer Cole Landau approved the scope for the repairs, oversaw the work, and inspected the project. Mr. Chenowith suggested Meredith look into this to find out what the true cause of this is. Meredith will have an update as she can get a timeline together and email that to Supervisors

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and staff. There was discussion regarding the repair, when it was first reported and how the repair was done.

On MOTION by Mr. Chenowith, seconded by Mr. Serrano, with all in favor, the Agreement for Erosion Repair Services with FLG Service Group, was ratified.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-10 Re-Designating Principal Headquarters and Local Records Office Location**

Ms. Adams stated all records are supplied electronically and we meet with citizens by appointment for any records access that they are requesting. This redesignates the District's place where records can be inspected to Lake Alfred Public Library.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, Resolution 2025-10 Redesignating Principal Headquarters and Local Records Office Location, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Revised Proposal for "No Parking on Curve" Signs**

Mr. Blanco reviewed the proposal and the diagrams for "No Parking on Curve" signs. Ms. Hammock stated towing is in accordance with the Districts policy. The discretion on effectuating a tow is with your towing vendor. If a person is towed and they dispute whether or not it was a legitimate tow, their dispute is with the towing vendor and not the District. Ms. Chenowith stated the price went down from \$1,183 to \$783 for the signs.

On MOTION by Ms. Chenowith, seconded by Mr. Munoz, with all in favor, the Revised Proposal for "No Parking on Curve" Signs, was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Hammock had nothing specific to report. The Board discussed adding two Zoom workshops for ethics training to the meeting schedule for FY2026. Workshop dates: Monday February 9<sup>th</sup> and June 8<sup>th</sup> at 9:00 AM – 11:00 AM.

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**B. Engineer**

Mr. Landau stated the annual inspection in the Legislation in 2024 to create goals was completed last week. He drove the streets and inspected sidewalks last week for anything that needed maintenance.

**C. Field Manager's Report**

Mr. Blanco reviewed the Field Managers Report.

**D. District Manager's Report**

Ms. Adams reviewed the annual meeting schedule – Add Zoom workshops, ethics training February 9<sup>th</sup> and June 8<sup>th</sup> from 9:00 AM – 11:00 AM.

On MOTION by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Annual Meeting Schedule – Add Zoom Workshops, Ethics Training on February 9 <sup>th</sup> and June 8 <sup>th</sup> from 9:00 AM – 11:00 AM, was approved.
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**i. Action Items**

Ms. Tricia presented the Action Items list from the agenda package.

**ii. Approval of Check Register**

Ms. Adams presented the check register from May 1, 2025 through July 31, 2025 totaling \$43,724.27. Immediately following the check register is a detailed run summary.

On MOTION by Mr. Munoz, seconded by Ms. Chenowith, with all in favor, the Check Register Totaling \$43,724.27, was approved.
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**iii. Balance Sheet and Income Statement**

Ms. Adams presented the unaudited financials through the end of July.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

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**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Ethics Training**

The Board preferred to do the ethics training session in a self-directed manner.

On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, the Ethics Training, was approved.

**TWELFTH 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.

Signed by:

*Tricia Adams*

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Secretary/Assistant Secretary

Signed by:

*Cindy Chenowith*

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Chairman/Vice Chairman