

**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 4, 2025**, at 12:43 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	Vice Chair
Eric Chenowith	Assistant Secretary
Kevin Serrano	Assistant Secretary
Jason Munoz <i>joined late</i>	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Meredith Hammock <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Cole Landau	District Engineer
Rey Malave <i>by Zoom</i>	District Engineer
Joel Blanco	Field Services Manager, GMS

*The following is a summary of the discussions and actions taken at the November 4, 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 12:43 p.m. Four Board members were in attendance constituting a quorum. Mr. Munoz arrived after roll call.

**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 August 12, 2025 Board of Supervisors Meeting**

Ms. Adams presented a draft of the meeting minutes from the August 12, 2025 Board of Supervisors meeting. The draft has been reviewed by the District Manager and District Counsel. She offered to take any Board corrections.

On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, the Minutes of the August 12, 2025 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-01 Amending the Fiscal Year 2025 Budget**

*Mr. Munoz joined the meeting at this time.*

Ms. Adams stated the fiscal year ended and one line item was over budget, requiring the Board to amend the 2025 budget in accordance with Florida Statues. She noted this needs to be completed within 60 days of the end of the fiscal year which is November 30<sup>th</sup>. She added that District counsel had prepared a draft of the amendments.

Ms. Adams reviewed the amendments to the budget that ended on September 30, 2025. She explained the changes balance total revenues and expenditures. The most significant change was to the field contingencies line which totaled \$71,469.

On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, Resolution 2026-01 Amending the Fiscal Year 2025 Budget, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Dewberry Work Authorization for Fiscal Year 2026 Engineering Services**

*Ms. Adams stated for the record the Chair stepped out of the meeting at this time.*

Ms. Adams noted this item is for Dewberry's work authorization for Fiscal Year 2025 for general engineering services. She explained the amount of the work authorization is commensurate with the budget prepared by the District. Board member asked if these rates were higher than the previous year rates. Mr. Malave noted the raises were within a 3% increase. Ms. Adams stated this

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is commensurate with other Districts in Central Florida. The Board wanted to ensure the increase was only 3%. After discussed this item was deferred to the next meeting.

**SIXTH ORDER OF BUSINESS****Ratification of Fiscal Year 2025 Audit Engagement Letter with Grau & Associates**

Ms. Adams stated this was for the ratification of the Fiscal Year 2025 audit engagement letter with Grau & Associates. She explained the audit of the District's financial records. She noted the engagement letter was executed by the Chair. The cost is \$3,300. Ms. Chenowith did not participate in the voting for this motion.

On MOTION by Mr. Chenowith, seconded by Mr. Munoz, with all in favor, the Fiscal Year 2025 Audit Engagement Letter with Grau & Associates, was ratified.

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

*Ms. Adams noted the Chair rejoined the meeting at this time.*

Ms. Hammock reviewed the memorandum regarding erosion repairs from the legal team. She started in 2019 with the contract for the roadway repairs for \$39,470.45. She summarized the scope of work, payments made to the vendor, and invoices. The Board asked if Dewberry was involved and had inspected. It was noted they were involved.

Discussion topics included the erosion issues, installation of sheet piling and the curb, what caused the erosion, action taken, intent to minimize damage under the bridge, process of work completed, solutions tried, and costs to the districts.

The Board wanted to know if other action should have been taken. The Board wanted understanding of repairs and how to move forward with other work. Mr. Malave explained future steps to prevent erosion. The length of time of the work completed and a timeline of a future inspection.

Mr. Malave stated he will provide a report to the Board by January 1, 2026. They discussed the intent to fix the issue and put together a plan that will minimize the damage.

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**B. Engineer**

Mr. Landau stated the annual general inspection report is available. The last authorization will be completed for side-by-side comparison. Mr. Oliver requested the engineers to look at erosion at 682 Highland Meadows Avenue.

**C. Field Manager's Report**

**i. Consideration of Proposal from Prince & Sons for Entry and Perimeter Mulch**

Mr. Blanco reviewed the field manager's report to include updates on the signs, placements, two signs were in curves and were completed differently, and landscape reviews were completed and are in satisfactory condition.

Ms. Chenowith asked about lights and timers on Highland Meadows. Christmas decoration budget was discussed and proposals for 2027 were requested.

Mr. Blanco reviewed the proposal from Prince & Sons for entry and perimeter mulch. He noted this was for \$2,640 to address both areas. It was noted mulching is not a part of landscaping. Mr. Blanco recommended mulching timelines.

**ii. Consideration of Proposal from Prince & Sons for Trimming 8 Palms at Entrances**

Mr. Blanco reviewed the proposal from Prince & Sons for trimming 8 palms at entrances. This is for \$440 for trimming 8 palms.

**iii. Consideration of Proposal from Prince & Sons for Missing Plant Fill Ins on Exterior Wall**

Mr. Blanco reviewed the proposal from Prince & Sons for missing plant fill ins on the exterior wall. Mr. Blanco explained the replacements.

On MOTION by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the three Proposals from Prince & Sons, were approved.
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Mr. Blanco continued review of the field report to include repairs, painting, changing monument lighting, and dry ponds.

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**D. District Manager’s Report**

**i. Action Items**

Ms. Adams reviewed the action items list is in the agenda package.

**ii. Approval of Check Register**

Ms. Adams presented the check register totaling \$122,800.99.

On MOTION by Ms. Chenowith, seconded by Mr. Serrano, with all in favor, the Check Register Totaling \$122,800.99, was approved.

**iii. Balance Sheet and Income Statement**

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

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Ethics Training**

The Board made the decision to complete the ethics training for calendar year 2025 individually. Ethics training workshops via Zoom are scheduled for 2026.

**ELEVENTH 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.

Signed by:  
*Tricia Adams*  
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Secretary/Assistant Secretary

Signed by:  
*Cindy Chenowith*  
C84B5F3504054D3...  
Chairman/Vice Chairman