

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HIGHLAND MEADOWS
COMMUNITY DEVELOPMENT DISTRICT**

The **special** meeting of the Board of Supervisors of Highland Meadows Community Development District was held on **Tuesday, June 4, 2014 at 2:30 p.m.** at the office of Highland Homes, located at 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803.

Present and constituting a quorum:

Joel Adams	Board Supervisor, Chairman
John Blakley	Board Supervisor, Vice-Chairman
David Jae	Board Supervisor, Assistant Secretary
Bob Bishop	Board Supervisor, Assistant Secretary
Vacant	Board Supervisor, Assistant Secretary

Also present were:

Jeremy Needham	District Manager, Rizzetta & Company, Inc.
Todd Amaden	District Engineer, Landmark Engineering (via phone)
Roy Van Wyk	District Counsel, Hopping, Green & Sams
Audience Members	Not Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Needham called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

**Audience `Comments on Agenda
Items**

Mr. Needham stated that there were no audience members present.

THIRD ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No report.
- B. District Engineer
No report.
- C. District Manager
Mr. Needham discussed cancelling the the June 17, 2014 regular meeting with the Board of Supervisors.

On a Motion by Mr. Blakley, seconded by Mr. Adams, with all in favor, the Board cancelled the June 17, 2014 regular meeting for Highland Meadows Community Development District.

Mr. Needham discussed the contract with FloraLawn.

On a Motion by Mr. Bishop, seconded by Mr. Jae, with all in favor, the Board authorized the Chairman to negotiate a contract with FloraLawn for continued landscape maintenance service for Highland Meadows Community Development District.

Mr. Needham stated that Rizzetta & Company, Inc had not received the 2012/2013 Audit Report. He asked that the Board authorize the Chairman to review and accept it as it was required to be accepted prior to June 30, 2014. Mr. Needham stated that the Audit Report could later be ratified by the Board.

On a Motion by Mr. Blakley, seconded by Mr. Adams, with all in favor, the Board authorized the Chairman to review and accept the Audit Report for 2012/2013 once received for Highland Meadows Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of
the Board of Supervisors' Meeting
held on January 21, 2014**

Mr. Needham stated that the minutes were reviewed by District Counsel.

On a Motion by Mr. Jae, seconded by Mr. Bishop, with all in favor, the Board approved the minutes of the Board of Supervisors meetings held January 21, 2014 for Highland Meadows Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for
December 2013, January,
February, March and April 2014**

Mr. Needham presented the expenditures to the Board for their review. Some discussion ensued.

On a Motion by Mr. Adams, seconded by Mr. Blakley, with all in favor, the Board approved the operation and maintenance expenditures for December 2013 (\$7,242.70), January (\$20,603.49), February (\$10,003.90), March (\$7,097.51) and April (\$11,322.99) 2014 for Highland Meadows Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2014-04, Designating Date, Time and Location for Landowners' Meeting

Mr. Needham discussed the November Landowner Election. He stated that as of April 15, 2014 there are 81 registered voters within the District. Mr. Needham stated that the seats up for election are Seat 1 (currently vacant), Seat 2 (Joel Adams) and Seat 3 (David Jae). Some discussion ensued.

The Board of Supervisors discussed a date and time for the Landowners Election. The Landowner Election was set for November 18, 2014 at 2 p.m. at the office of Highland Homes, located at 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803.

On a Motion by Mr. Adams, seconded by Mr. Blakley, with all in favor, the Board adopted Resolution 2014-04, Designating Date, Time and Location for Landowners' Meeting for Highland Meadows Community Development District.

On a Motion by Mr. Bishop, seconded by Mr. Jae, with all in favor, the Board accepted the forms of proxy, ballot and instructions for the Landowner Election 2014 for Highland Meadows Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2014-05, Proposed Budget and Setting the Public Hearing

Mr. Needham discussed the proposed budget in detail with the Board of Supervisors. Further discussion ensued. Mr. Needham stated that the current operations and maintenance expenditures were \$144,208. It was stated that the budget was increasing by about four percent. Mr. Needham stated that there was a carry forward amount from the previous year. The Board discussed moving more funds into miscellaneous contingency for the future costs of creating and maintaining a website. The Board of Supervisors discussed a date to hold the public hearing. The public hearing was set for August 19, 2014 at 2 p.m. at the office of Highland Homes, located at 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803.

On a Motion by Mr. Blakely, seconded by Mr. Adams, with all in favor, the Board adopted Resolution 2014-05, Proposed Budget and Setting the Public Hearing for Highland Meadows Community Development District.

Mr. Adams stated that he would like to utilize funds from the prior year to limit the impact on assessments from the increased budget. He stated he would like to limit the increase in assessments to \$30 per lot. Mr. Adams requested that the homes that have closed be billed on the tax roll and that vacant lots be direct billed.

On a Motion by Mr. Jae, seconded by Mr. Bishop, with all in favor, the Board authorized attempting to cap the increase on assessments at \$30 per lot and that homes that have closed be billed on the tax roll and vacant lots be direct billed for Highland Meadows Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2014-06, Setting the Annual Schedule FY 2014/2015

Mr. Needham discussed the annual schedule for fiscal year 214/2015.

On a Motion by Mr. Jae, seconded by Mr. Adams, with all in favor, the Board adopted Resolution 2014-06, Setting the Annual Schedule FY 2014/2015 for Highland Meadows Community Development District.

NINTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There were no Audience members present. There were no Supervisor requests.

Mr. Needham stated that the next regular meeting of the Board of Supervisors is scheduled to be held on Tuesday, August 19, 2014 at 2:00 p.m. at the office of Highland Homes, located at 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Bishop, seconded by Mr. Adams, with all in favor, the Board adjourned the meeting at 3:00 p.m. for Highland Meadows Community Development District.

Assistant Secretary

Chairman/Vice Chairman