

**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 regular meeting of the Board of Supervisors of Highland Meadows Community Development District was 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.

Present and constituting a quorum:

Joel Adams	<b>Board Supervisor, Chairman</b>
John Blakley	<b>Board Supervisor, Vice-Chairman</b>
David Jae	<b>Board Supervisor, Assistant Secretary</b>
Bob Bishop	<b>Board Supervisor, Assistant Secretary (via phone)</b>

Also present were:

Christine Hanlon	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Alyssa Cameron	<b>District Counsel, Hopping, Green &amp; Sams</b>
Roy Van Wyk	<b>District Counsel, Hopping, Green &amp; Sams</b>
Audience Members	<b>Not Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Hanlon called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda  
Items**

Ms. Hanlon stated that there were no audience members present.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
Mr. Van Wyk commented that the work previously completed by Floralawn for landscaping and sidewalk repairs would need to be ratified by the Board.

On a Motion by Mr. Blakley, seconded by Mr. Jae, with all in favor, the Board ratified the previous work completed as outlined within the Floralawn contract for Highland Meadows Community Development District.
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- B. District Engineer  
No report.

- C. District Manager  
No report.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Meeting held on June 4, 2014**

Ms. Hanlon presented the Minutes of the Board of Supervisor's Meeting held on June 4, 2014 and commented that they had previously been reviewed by District Counsel.

On a Motion by Mr. Jae, seconded by Mr. Blakley, with all in favor, the Board approved the minutes of the Board of Supervisors meetings held June 4, 2014 for Highland Meadows Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for May and June 2014**

Ms. Hanlon presented the expenditures to the Board for their review.

On a Motion by Mr. Adams, seconded by Mr. Blakley, with all in favor, the Board approved the operation and maintenance expenditures for May (\$6,090.11) and June 2014 (\$11,088.31) for Highland Meadows Community Development District.

**SIXTH ORDER OF BUSINESS**

**Ratification of the Audit Report for Period Ended September 30, 2013**

Ms. Hanlon presented the audit report for the period ending September 30, 2013.

On a Motion by Mr. Blakley, seconded by Mr. Jae, with all in favor, the Board ratified the Audit Report for Period Ended September 30, 2013 for Highland Meadows Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Public Hearing on FY 14/15 Final Budget**

Ms. Hanlon requested a motion to open the Public Hearing.

On a Motion by Mr. Adams, seconded by Mr. Blakley, with all in favor, the Board opened the Public Hearing on Fiscal Year 2014/2015 Final Budget for Highland Meadows Community Development District.

There were no audience members present for comment. Ms. Hanlon requested a motion to close the Public Hearing.

On a Motion by Mr. Blakley, seconded by Mr. Jae, with all in favor, the Board closed the Public Hearing on Fiscal Year 2014/2015 Final Budget for Highland Meadows Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2014-07,  
Adopting FY 14/15 Budget**

Ms. Hanlon presented Resolution 2014-07 for the Board's consideration. Assistant Secretary Bob Bishop joined the meeting in progress via phone. Discussion ensued over the previously-discussed carry-over from the last fiscal year to reduce assessments, as well as the increase that will incur from landscaping needs for next year.

On a Motion by Mr. Blakley, seconded by Mr. Adams, with all in favor, the Board adopted Resolution 2014-07, Adopting Fiscal Year 2014/2015 Budget for Highland Meadows Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2014-08,  
Imposing Special Assessments**

Ms. Hanlon presented Resolution 2014-08 for the Board's consideration, a Resolution imposing special assessments; providing for collection and enforcement of special assessments; adopting an assessment roll; providing for amendment of the assessment roll; providing a severability clause; and providing an effective date.

On a Motion by Mr. Blakley, seconded by Mr. Adams, with all in favor, the Board adopted Resolution 2014-08, Imposing Special Assessments for Highland Meadows Community Development District.

**TENTH ORDER OF BUSINESS**

**Establish Audit Review Committee  
(Audit Services Firm for 2015)**

Ms. Hanlon suggested to the Board that the Audit Review Committee comprise of each of the Board members.

On a Motion by Mr. Blakley, seconded by Mr. Adams, with all in favor, the Board approved the Audit Review Committee as comprising of each of the current Board Members, Mr. Joel Adams, Mr. David Jae, Mr. Bob Bishop, and Mr. John Blakley.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

There were no Audience members present.

Mr. Blakley stated that he would like District Management to refrain from sending hard-copy materials for review, as agendas and proposals are also supplied digitally. He requested that hard copies be available at meetings.

On a Motion by Mr. Blakley, seconded by Mr. Adams, with all in favor, the Board approved receiving materials digitally in lieu of hard copies, with hard copies being available during meetings if needed.

Ms. Hanlon stated that the next regular meeting of the Board of Supervisors is scheduled to be held on Tuesday, November 18, 2014 at 2:00 p.m. at the office of Highland Homes, located at 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Bishop, seconded by Mr. Blakley, with all in favor, the Board adjourned the meeting at 2:13 p.m. for Highland Meadows Community Development District.

  
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Assistant Secretary

  
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Chairman/Vice Chairman