

**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, November 18, 2014 at 2:23 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>
Bob Bishop	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Jeremy Needham	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Michael Eckert	<b>District Counsel, Hopping, Green &amp; Sams (<i>via phone</i>)</b>
Brian Walsh	<b>Highland Homes Representative</b>
Denise Abercrombie	<b>Highland Homes Representative</b>
Audience	<b>Not Present</b>

**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 the need for a Public Facilities report. He stated that the report would run around \$1,250. Brief discussion ensued.

On a Motion by Mr. Adams, seconded by Mr. Blakley, with all in favor, the Board authorized engaging Landmark Engineering and Surveying Corporation to prepare a Public Facilities Report not to exceed \$1,250, for Highland Meadows Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-01,  
Canvas and Certify the Landowner  
Election**

Mr. Needham stated that during the Landowner Election Joel Adams received 36 votes, Brian Walsh received 37 votes and Denise Abercrombie received 37 votes.

Mr. Needham stated that as a result of the votes at the Landowner Election, Brian Walsh would receive a four (4) year term in Seat 1, Denise Abercrombie would receive a four (4) year term in Seat 2 and Joel Adams would receive a two (2) year term in Seat 3.

On a Motion by Mr. Adams, seconded by Mr. Blakley, with all in favor, the Board adopted Resolution 2015-01, Canvas and Certify the Landowner Election for Highland Meadows Community Development District.

**FIFTH ORDER OF BUSINESS**

**Administer Oath of Office to Newly  
Elected Board Supervisors**

Mr. Needham stated that he is a Notary Public of the State of Florida and duly authorized to administer the Oath of Office. He administered the Oath of Office to newly appointed Board Supervisors Brian Walsh and Denise Abercrombie who swore to and affirmed the oath. Mr. Walsh and Ms. Abercrombie both opted to accept compensation for attending Highland Meadows Community Development District Board of Supervisor Meetings.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-02,  
Redesignating Officers**

The Board decided to table this business item because as there would currently be only three Board members by the end of the meeting with two possible new Board members likely to be appointed at the next Board meeting it was best to wait for the full five member Board before designating officers.

**SEVENTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Meeting held  
on August 19, 2014**

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

On a Motion by Mr. Blakley, seconded by Mr. Adams, with all in favor, the Board approved the minutes of the Board of Supervisors meetings held August 19, 2014 for Highland Meadows Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for July,  
August and September 2014**

Mr. Needham presented the expenditures to the Board for their review.

On a Motion by Mr. Bishop, seconded by Mr. Blakley, with all in favor, the Board approved the operation and maintenance expenditures for July, (\$14,137.78) August (\$7,692.33) and September (\$15,999.93) of 2014 for Highland Meadows Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-03,  
Amended Budget and Assessment  
Roll**

Mr. Needham discussed Resolution 2015-03 with the Board of Supervisors. Mr. Eckert stated that prior to the collection of debt assessments there was a landowner that paid in full the debt assessment from certain lots and the District Manager then amended the assessment roll to accurately reflect the payment of the debt assessments paid in full. There were no questions.

On a Motion by Mr. Adams, seconded by Mr. Bishop, with all in favor, the Board adopted Resolution 2015-03, Amended Budget and Assessment Roll for Highland Meadows Community Development District.

**TENTH ORDER OF BUSINESS**

**Review of Records Retention Memo  
Package, with Option Resolution for  
2015-05 Records Management**

Mr. Eckert explained the records retention memo and discussed the two options for records management with the Board. The Board discussed both options and chose option A which allowed for the ability to purge records no longer required by statute.

On a Motion by Mr. Adams, seconded by Mr. Blakley, with all in favor, the Board adopted Resolution 2015-05, Records Management for Highland Meadows Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Insurance, Reviewed  
and Executed by Chairman (Egis)**

The Board of Supervisors reviewed the executed insurance proposal from Egis for District Insurance.

On a Motion by Mr. Adams, seconded by Mr. Bishop, with all in favor, the Board ratified the insurance proposal from Egis for District Insurance for Highland Meadows Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Recommendations from the Audit Review Committee**

Mr. Needham stated that the Audit Review Committee members recommended reviewing proposals with price with the other criteria being Ability of Personnel, Experience, Understanding of Scope of Work, and Ability to Furnish the Service. Mr. Needham stated that the Audit Review Committee members recommended a due date of Friday, February 20, 2015 by 12:00 p.m. and that it would be okay for Rizzetta and Company, Inc to also solicit for proposals in addition to the advertisement in the newspaper for proposals. Mr. Needham stated that the Audit Review Committee recommended setting the Audit Review Committee Meeting to rank proposals for Tuesday, April 21, 2015 at 2:00 p.m. at the Highland Homes, located at 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803.

On a Motion by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board accepted the recommendations from the Audit Review Committee for Highland Meadows Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Resignation of Board Members**

Mr. Blakley and Mr. Bishop both tendered their resignation from the Board of Supervisors of Highland Meadows Community Development District.

On a Motion by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board accepted the resignation of Mr. Blakley and Mr. Bishop for Highland Meadows Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

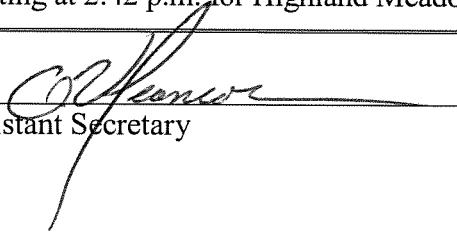
There were no Audience members present. There were no Supervisor requests.

Mr. Needham stated that the next regular meeting of the Board of Supervisors is scheduled to be held on Tuesday, April 21, 2015 at 2:00 p.m. at the office of Highland Homes, located at 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Walsh, seconded by Mr. Adams, with all in favor, the Board adjourned the meeting at 2:42 p.m. for Highland Meadows Community Development District.

  
Assistant Secretary

  
Chairman/Vice Chairman