

Highland Meadows West

Community Development District

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December 5, 2018

Board of Supervisors Highland Meadows West Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of **Highland Meadows West Community Development District** will be held **Wednesday, December 12, 2018 at 3:00 PM at 346 E Central Ave., Winter Haven, Florida 33880**. Following is the advance agenda for the meeting:

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of November 14, 2018 Meeting
4. Tally of Audit Committee Members Rankings and Selection of an Auditor
5. Adjournment

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the November 14, 2018 Meeting
4. Acceptance of Audit Committee Recommendation and Selection of #1 Ranked Firm to Provide Auditing Services for Fiscal Year 2018
5. Consideration of Proposal for Website ADA Compliance
6. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Balance Sheet and Income Statement
 - ii. Approval of Check Register
7. Other Business
8. Supervisors Requests and Audience Comments
9. Adjournment

¹ Comments will be limited to three (3) minutes

The second order of business of the Audit Committee Meeting is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. The third order of business is the approval of the minutes from the November 14, 2018 meeting, the minutes are enclosed for your review. The fourth order of business is the tally of the audit committee member rankings and selection of an auditor. Rankings from all audit committee members will be tallied at the meeting to develop an overall audit committee ranking. The RFP responses have been provided separately and the tally sheet will be provided under separate cover.

The third order of business of the Board of Supervisors Meeting is the approval of the minutes of the November 14, 2018 Board of Supervisors meeting. A copy of the minutes are enclosed for your review.

The fourth order of business is the acceptance of the audit committee recommendation and selection of the #1 ranked firm to provide auditing services for Fiscal Year 2018. There is no back-up material.

The fifth order of business is the consideration of proposal for website ADA compliance. A copy of the proposal is enclosed for your review.

The sixth order of business is Staff Reports. Section C is the District Manager's Report. Section 1 includes the balance sheet and income statement for review. Section 2 includes the approval of the check register. A copy of the check register is enclosed for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jill Burns
District Manager

CC: Sarah Warren, District Counsel

Enclosures