

**MINUTES OF MEETING
TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Towne Park Community Development District was held Tuesday, **February 16, 2021** at 1:30 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
Justin Frye
Brad Fritz
Jennifer Tidwell

Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk
Clayton Smith

District Manager, GMS
Hopping Green & Sams
GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were four Board members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public joining the meeting in person, via Zoom or by the phone line.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Swearing in of Newly Appointed Supervisor Jenny Tidwell

B. Consideration of Resolution 2021-09 Electing Officers

Ms. Burns stated that Ms. Tidwell was sworn in prior to the meeting and moved to the new item which was Resolution 2021-09 was electing officers. The Board nominated and elected Rennie Heath as Chairman and Lauren Schwenk as Vice Chairman, all other existing Board

members remained the same as stated on the record. George Flint was appointed Treasurer and Katie Costa was appointed Assistant Treasurer. Ms. Burns asked for a motion to approve Resolution 2021-09 electing officers.

On MOTION by Mr. Heath, seconded by Mr. Fritz, with all in favor, Resolution 2021-09 Electing Officers, was approved as stated above.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the January 19, 2021 Board of Supervisors Meeting

Ms. Burns presented the minutes of the January 19, 2021 Board of Supervisors meeting and asked for a motion to approve minutes.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Minutes of the January 19, 2021 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Fee Increase Letter for District Counsel Services from Hopping, Green & Sams

Ms. Burns presented the fee increase letter for District Counsel services from Hopping Green & Sams. Mr. Van Wyk gave a brief explanation of their annual increase in fees, stating the letter advises the Board of the fee adjustment, and they would try to keep costs down as much as possible. Ms. Burns asked for a motion to approve the fee increase letter provided by Hopping, Green & Sams.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, Accepting the Fee Increase Letter from District Counsel, Hopping Green & Sams was approved.

SIXTH ORDER OF BUSINESS

Ratification of Towing Services Agreement with Black Sheep Towing, Inc.

Ms. Burns presented the towing services agreement with Black Sheep Towing, Inc. stating at the last meeting the Board adopted a parking and towing policy for both of the amenity facilities which would not allow overnight parking. Ms. Burns stated signs will be posted and all residents

have been notified via the neighborhood Facebook page, towing services would begin on February 22, 2021. Ms. Burns then asked for a motion to ratify the Black Sheep Towing agreement.

On MOTION by Mr. Heath, seconded by Mr. Fritz, with all in favor, the Towing Services Agreement with Black Sheep Towing, Inc. was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk made a few comments on the recent legislative session relating to any new bills or updates associated with Special District. Mr. Van Wyk stated he would be sending out a copy of the newsletter to the District to bring back to the Board. Mr. Van Wyk also commented on the conflict of interest form, stating they were working with the Commission on Ethics to make sure people who are involved with Special Districts have no issues.

B. Engineer

Ms. Wertz was not in attendance.

C. Field Manager's Report

i. Consideration of Maintenance Proposals for New Amenity Facility

Mr. Smith reviewed the field manager's report for the Board and discussed the completed items stating that one tow away sign was already posted for the current amenity, and a second one would be installed as well. Mr. Smith stated he received a quote for maintenance of the new amenity area from Floralawn for enhancements, but felt the amount was too high and would be meeting with them to discuss that. Mr. Heath asked if everything had been deeded over to the District for Phases 3 & 4 stating the landscape maintenance in those phases was terrible. Mr. Smith stated that portion of the property was not currently contracted with Floralawn, but he would work with Mr. Frye to get that area cleaned up. Ms. Burns stated after reallocating some lines items to the amended budget these maintenance expenses for the 2nd amenity facility will be covered. Ms. Burns then asked for a motion to accept the contract addendums with Fuqua Supply & Service, Grunit Pool Contractors and Floralawn for the 2nd amenity facility.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, accepting the contract addendums to Fuqua Supply & Service, Grunit

Pool Contractors, and Floralawn for the 2nd amenity facility were approved.

Ms. Burns then asked for a motion to add Phases 3 and 4 to the landscaping contract for landscape maintenance with Mr. Smith working with Mr. Frye to clean up the designated areas as discussed.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, authorizing staff to add Phases 3 and 4 to the landscaping contract was approved.

D. District Manager's Report

i. Approval of the Check Register

Ms. Burns stated that the check register was from January 14 to January 31, 2021 and the register totaled \$30,815.25. Ms. Burns asked if the Board had any questions. Hearing none, she asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Check Register through from January 14 through January 31, 2021 Totaling \$30,815.25, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated that the financial statements through December 31st were included in the agenda packets for review, adding that there was no action required.

iii. Ratification of Requisitions

a. Ratification of Series 2019 Phase 3B Requisitions #98 #99 and #100

Ms. Burns stated that the requisitions had already been approved and asked for a motion to ratify.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Series 2019 Phase 3B Requisitions #98, #99 & #100 were ratified.

b. Ratification of Summary of Series 2020 Phase 3D Requisitions #8 to #32

Ms. Burns stated these had been approved and just needed to be ratified.

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On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor,
the Series 2020 Phase 3D Requisitions #8 to #32, were ratified.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

**Supervisors Requests and
Audience comments**

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor,
the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman