

*Towne Park  
Community Development District*

*Agenda*

*May 18, 2021*

# AGENDA

# *Towne Park*

## *Community Development District*

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219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

May 11, 2021

**Board of Supervisors  
Towne Park  
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Towne Park Community Development District** will be held **Tuesday, May 18, 2021 at 1:30 PM** at the **Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880**. Masks are required to be worn at the meeting venue.

Those members of the public wishing to attend the meeting can do so using the information below:

**Zoom Video Link:** <https://zoom.us/j/92372518267>

**Zoom Call-In Information:** 1-646-876-9923

**Meeting ID:** 923 7251 8267

Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (Public comments can be submitted via email to the District Manager at [jburns@gmscfl.com](mailto:jburns@gmscfl.com) prior to the beginning of the meeting)
3. Approval of Minutes of the April 20, 2021 Board of Supervisors Meeting
4. Consideration of Licensing Agreement for Signage with LGI Homes
5. Discussion Regarding Adding Lights Around Mailboxes for Safety (*requested by Supervisor Tidwell*)
6. Discussion Regarding Opening the Pool at 6 AM for Residents Wanting to Swim Laps (*requested by Supervisor Tidwell*)

7. Consideration of Quote for Fencing of Playground (*to be provided under separate cover*)
8. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Field Manager's Report
  - D. District Manager's Report
    - i. Approval of Check Register (*to be provided under separate cover*)
    - ii. Balance Sheet & Income Statement (*to be provided under separate cover*)
    - iii. Presentation of Number of Registered Voters – 701
    - iv. Ratification of Requisitions
      - a) Ratification of Series 2019 Phase 3C Requisition #60
      - b) Ratification of Summary of Series 2020 Phase 3D Requisitions #59 to #72
9. Other Business
10. Supervisors Requests and Audience Comments
11. Adjournment

# MINUTES

**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, **April 20, 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	Chairman
Justin Frye	Assistant Secretary
Brad Fritz	Assistant Secretary
Jennifer Tidwell	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Michell Rigoni	Hopping Green & Sams
Clayton Smith	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. There were a few residents who joined via Zoom and she asked for their comments on the agenda items listed. There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 16,  
2021 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the February 16, 2021 Board of Supervisors meeting and asked for a motion to approve minutes.

On MOTION by Mr. Heath, seconded by Mr. Fritz, with all in favor, the Minutes of the February 16, 2021 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-10 Approving the Proposed Fiscal Year 2022 Budget (Suggested Date: July 20, 2021), Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022 Budget and the Imposition of Operations & Maintenance Assessments**

Ms. Burns explained the budget process for the newer supervisors on the Board. They will approve a preliminary budget today and present it to the county 60 days prior to a public hearing date that the Board will set as part of this resolution. Staff made a suggestion of the July or August meeting to adopt the final budget to certify the tax roll by September 15 to then collect assessments on the November tax bill. A couple of things she highlighted included the second amenity facility coming on board and the cost associated with that. Last fiscal year there was a \$200 per unit platted lot reduction that was a onetime decrease in the assessments, but after the factor of the new amenity it will be more in the range it was in Fiscal Year 2020. In FY 2020 the gross O&M amount per lot was \$593.43 and for Fiscal Year 2021 it was \$419.89. The current budget proposes a net assessment \$553.67. Mailed notice should be sent to several of the phases including Town Parke Estates 2A, Town Parke Estates 2B, and Riverstone Phase 1. Riverstone Phase 2, 3, and 4 the highest notice assessment is \$419.89 and 5 and 6 which are the new area that is now platted the highest amount they had was about \$20 a unit. Riverstone 2,3,4,5, and 6 all need to receive a mailed notice. One of two things can be done. The notice can be sent from the proposed level, but Ms. Burns suggested that the notice be sent at the same amount the other phases have been noticed at and then at the budget hearing, bring that amount down. The reason she suggested doing that is in case the next year has a slight increase, this saves the District the cost of readvertising and resending notice to those three phases. She is suggesting a capital transfer of an additional \$57,646 which would get the CDD to a total budget that would be at the exact notice amount for all phases.

The Board discussed some of the line items and the allotted about for some of areas to be sure that they have a good preliminary budget before it goes to hearing.

The public hearing date was set for July 20, 2021 at 1:30 p.m. at the Holiday Inn in Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Fl 33880, and all the Board members agreed. There being no changes in any of the line items, Ms. Burns asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Mr. Fritz, with all in favor, Resolution 2021-10 Approving the Proposed Fiscal Year 2022 Budget (Suggested Date: July 20, 2021), Declaring Special Assessments, and Setting the Public Hearing on the Fiscal Year 2022 Budget and the Imposition of Operations & Maintenance Assessments, was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion Regarding Fencing in New Community Playground** *(requested by Supervisor Tidwell)*

Ms. Tidwell presented a case for the fencing to the other supervisors and noted that there have been resident requests for it. Mr. Frye noted that it hadn't been included in the original plan, but it could be priced out fairly quickly. Staff will look into it and add it to the agenda for the next month's meeting.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Rigoni had nothing further to present to the Board but noted that she would be happy to answer any questions.

**B. Engineer**

Ms. Wertz had nothing further to present to the Board, so the next item followed.

**C. Field Manager's Report**

Mr. Smith went over the field manager's report. Completed items included:

- Pool entry gate inspected and fixed
- Playground inspection
- Replacement of missing pool rules sign
- The damage behind the homes on Arlington River has been graded and sodded
- Chairlift removal (it is an ADA requirement, and it will be fixed and replaced)

In progress items include:



- Pond treatments
- Pool filters drain fix

Upcoming items will include:

- Pressure washing playground equipment and in pool area/deck
- Repair/replace worn tables
- Amenity landscape refresh

A copy of the full field manager’s report can be found in the agenda package and the Board had no questions about the report.

Mr. Smith has gone through the current landscape contract of \$171,000 for services they have been doing. It also includes the new amenity and a small section added on. He is specifying the areas with a map that he presented to the Board.

**i. Consideration of Landscape Proposals from Floralawn**  
**a) Proposal for Current Area Plus Amenity and Small Section (with Option for Increased Fertilization Program)**

Discussion continued with getting quotes from other companies or outsourcing all fertilization. The Board is requesting a second opinion before adding on the \$7,900 for additional fertilization. They decided to go ahead and approve it and if they need to revise, they will do so after getting the second opinion.

**b) Proposal to Add Phases 3 and 4**

The price for Phase 3 and 4 is \$41,160. The only thing that was not approved was the additional \$7,905 for the fertilizer. This will be the cohesive contract until Phases 5 and 6 come online. Approximately \$229,000 with the fertilization. He also reported that interior pest control for the new amenity will need to be add and that is \$1,140 per year. To pile it all into one contract the total would be approximately \$222,156.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Proposal from Floralawn with Additional Fertilization and Pest Control, was approved.
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**c) Proposal for Amenity Parking Lot Perimeter Enhancement**

Mr. Smith reported that the current parking lot needs some work including mulch and perimeter plants. The total cost is \$2,750.

**d) Proposal for Clubhouse Parking Lot Enhancement**

Staff and Board members discussed if there was room in the budget for parking lot landscaping. \$1,500 for the annuals and \$2,625 for perennials. Mr. Smith's recommendation is the perennials for a cost of \$2,625.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, the Quote for Landscaping Install Totaling \$2,625, was approved. were approved.

Supervisors directed staff to reach out to janitorial staff and was asked to get a quote for another vendor. Mr. Smith will reach out and bring back a quote at next month's meeting.

**ii. Consideration of Proposal from Floralawn for Grading Work Regarding the Wash Out on White Ibis Road**

Ms. Smith reported that there are some washout areas at the end of White Ibis Road. This quote is to fill it with dirt and see how it goes from there. The cost is \$205. He believes something needs to be done because it is a little bit of a trip hazard. The landscaper is optimistic that it does not need sod and that it will grow in itself.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Proposal from Floralawn for Gardening Work Regarding Wash Out on White Ibis Road, was approved.

**D. District Manager's Report**

**i. Approval of the Check Register**

Ms. Burns reported the check register, and it was included in the agenda package. It runs from February 1<sup>st</sup> through April 13<sup>th</sup> and the total is \$979,225.39.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Check Register from January 1<sup>st</sup> Through April 13<sup>th</sup>, 2021 Totaling \$979,225.39, was approved.

**ii. Balance Sheet and Income Statement**

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

**iii. Discussion Regarding Potential Re-Opening of Clubhouse**

Ms. Burns led the Board in a discussion about reopening the clubhouse for reservations. Other Districts have begun to reopen their clubhouses as vaccinations have rolled out more widely and Covid restrictions are being lifted. As long as the rental agreement includes verbiage for social distancing and at the renters risk it should be covered under insurance issues. There are no extra cleaning steps that are included due to Covid at no extra costs.

Ms. Rigoni suggested an implemented waiver, so the renters know they are waiving their right to claim anything against the District. Typically, it has been in a form of a mass signup sheet which all the guest at event will sign as an additional measure of protection and will provide a standard form for the District.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, the Opening of the Clubhouse with Added Waiver Paperwork, was approved.

**iv. Ratification of Requisitions**

**a. Ratification of Series 2019 Phase 3B Requisition #101**

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

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Series 2019 Phase 3B Requisition #101, was ratified.

**b. Ratification of Summary of Series 2020 Phase 3D Requisitions #33 to #58**

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

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, Summary of Series 2020 Phase 3D Requisitions #33 to #58, were ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience comments**

Ms. Burns opened up the floor to public comment and a resident named Juan had a few questions. First, for phase 2A and 2B is the \$594 amount for all the amenities or is it per pool area. Ms. Burns explained that it is a fee for operations and maintenance which covers the use of both the pools, the landscaping of the common areas, and everything included in both amenity facilities. He then asked an estimated date for when the second pool would be open. They do not have an exact day, but they are hoping within the next 30 days. He then asked about lake access. Areas that don't have sidewalk are residents able to walk or fish in that area. There is nothing in place prohibiting that from a CDD prospective, but he should double check with the HOA. He complained about people not cleaning up after their dogs. Ms. Burns explained that it is a county ordinance for people to clean up after their pet and he will have to go through the HOA.

There being no other public comments or supervisor's request, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# SECTION IV

*Item will be  
provided under  
separate cover.*

# SECTION V



TO: Towne Park CDD	Prepared By: Governmental Management Services, LLC 219 E. Livingston Street Orlando, FL 32801
Job name and Description	
<b>Towne Park CDD</b> – Solar Light install – Amenity Mailbox <ul style="list-style-type: none"> <li>➤ Deliver and Install 2 solar lights at the Amenity 1 mailbox. Poles will be installed as well to mount the lights on. Lights will be installed on either end. 120w 6500k lights.</li> </ul>	

Qty	Description	Unit Price	Line Total
	Labor and Mobilization		\$450.00
	Materials		\$543.77
Total Due:			\$993.77

All proposals are valid for 30 days from date of completion.

Thank You!

Client: \_\_\_\_\_



# SECTION VII

*Item will be  
provided under  
separate cover.*

# SECTION VIII

# SECTION C

# Towne Park CDD

## Field Management Report



May 18, 2021

Clayton Smith

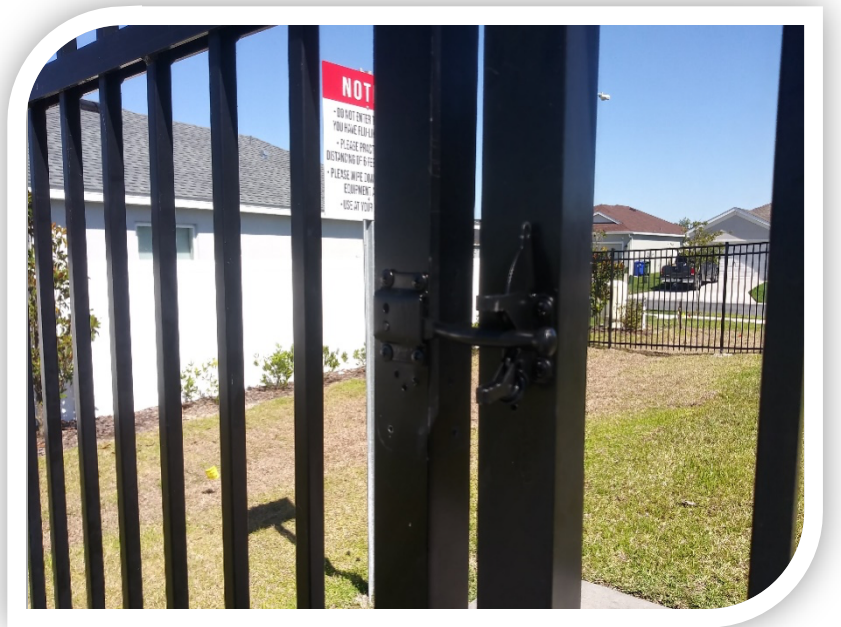
Field Services Manager

GMS

# Complete

## Site Maintenance and Review

- ✚ Ponds were treated for algae and trash cleaning was arranged with the pond contractor.
- ✚ New gate lock was installed on pool entry gate.
- ✚ New latch was installed on the pool-to-playground gate.
- ✚ Fixed shower head at amenity 1 pool.



# In Progress

## Manual Lift for Pool

- Options are being reviewed to replace existing lift with a manual one to ensure that the ADA device is readily usable by any residents who need it.



## Pool Filter Drain Fix

- Damaged drainpipes discovered. Plan to excavate and fix to protect landscaping from runoff.



# Upcoming

## Amenity 1 Pool/Playground Cleaning

- ✚ Pressure washing of the playground and amenity area is needed.
- ✚ Work will proceed soon.



## Fence Off Storm Drains in Dog Park

- ✚ Reviewed stormwater grates at the dog park.
- ✚ Exploring possible solutions.
- ✚ A small fence may be the best option.

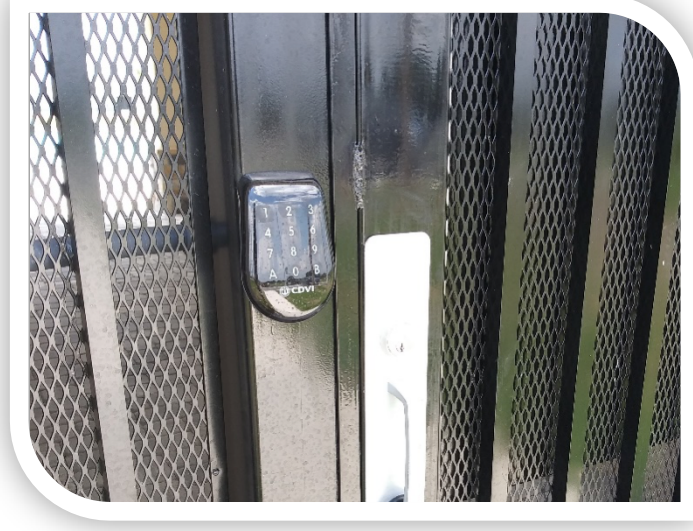




# Amenity 2

## Preparing to Open

- ✚ Landscape contract has started.
- ✚ Playground is complete.
- ✚ Keypad entry system is in place for initial opening.
- ✚ Wi-Fi installation is being scheduled.
- ✚ Arrangements are being made for keycards and user entry at pool.



# Upcoming Projects

## Mailbox Solar Lights

- ✚ Lighting at the mailboxes is very low.
- ✚ Proposal is being assembled to add solar lighting. Budgeting for next year.



# Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-201-1514, or by email at [csmith@gmscfl.com](mailto:csmith@gmscfl.com). Thank you.

Respectfully,  
Clayton Smith

# SECTION D

# SECTION 1

*Item will be  
provided under  
separate cover.*

# SECTION 2

*Item will be  
provided under  
separate cover.*



# SECTION 3



RECEIVED

MAY 03 2021

BY: \_\_\_\_\_

April 21, 2021

Samantha Hoxie – Recording Secretary  
Towne Park CDD  
219 E. Livingston Street  
Orlando, Florida 32801-1508

**RE: Towne Park Community Development District Registered Voters**

Dear Ms. Hoxie,

In response to your request, there are currently **701** voters within the Towne Park Community Development District. This number of registered voters in said District is as of **April 15, 2021**.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

Lori Edwards  
Supervisor of Elections  
Polk County, Florida

P.O. Box 1460, Bartow, FL 33831  
PHONE: (863) 534-5888 Fax: (863) 845-2718

**PolkElections.com**

# SECTION 4

# SECTION (a)

## EXHIBIT C

### FORMS OF REQUISITIONS

#### TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT BONDS, SERIES 2019 (ASSESSMENT AREA 3C PROJECT)

(Acquisition and Construction)

The undersigned, a Responsible Officer of the Towne Park Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture dated as of June 1, 2016, as supplemented by that certain Fifth Supplemental Trust Indenture dated as of December 1, 2019 (collectively, the "Assessment Area 3C Indenture") each by and between the District and U.S. Bank National Association, as trustee (all capitalized terms used herein shall have the meaning ascribed to such term in the Assessment Area 3C Indenture):

- (A) Requisition Number: **60**
- (B) Identify Acquisition Agreement, if applicable;
- (C) Name of Payee pursuant to applicable Acquisition Agreement: **Hopping Green & Sams**
- (D) Amount Payable: **\$1,472.46**
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments): **Invoice # 119145, 121277 & 120770 - Phase 3 & 4 Construction**
- (F) Fund or Account and subaccount, if any, from which disbursement to be made: X  
Assessment Area 3C Acquisition and Construction Account.

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the District,
2. each disbursement set forth above is a proper charge against:
  - X Assessment Area 3C Acquisition and Construction Account;
3. each disbursement set forth above was incurred in connection with:
  - X the Costs of the Assessment Area 3C Project.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto or on file with the District are copies of the invoice(s) or applicable contracts from the vendor of the property acquired or the services rendered, as well as applicable conveyance instruments (e.g. deed(s), bill(s) of sale, easement(s), etc.) with respect to which disbursement is hereby requested.

**TOWNE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

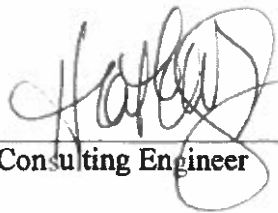
By:   
Responsible Officer

Date: 4-15-21

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE OR [NON-OPERATING COSTS REQUESTS ONLY]**

The undersigned Consulting Engineer hereby certifies that this disbursement is for the Cost of the Assessment Area 3C Project and is consistent with: (i) the Acquisition Agreement; (ii) the plans and specifications for the portion of the Assessment Area 3C Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof. The Consulting Engineer further certifies and agrees that for any acquisition: (a) the portion of the Assessment Area 3C Project that is the subject of this requisition is complete, and (b) the purchase price to be paid by the District for the portion of the Assessment Area 3C Project to be acquired with this disbursement is no more than the lesser of (i) the fair market value of such improvements and (ii) the actual cost of construction of such improvements.

S 2019 - Area 3C  
# 60  
Hopping Green & Sycams  
# 2,402.46

  
Consulting Engineer

**SECTION (b)**

Requisition	Payee/Vendor	Amount
59	Absolute Engineering, Inc.	\$ 42,873.35
60	Towne Park Construction Account	\$ 1,264,546.93
61	Stewart & Associates Property Services, Inc.	\$ 3,010.00
62	Hopping, Green & Sams	\$ 104.20
63	Highland Sumner	\$ 3,000.00
64	DS Boring, LLC	\$ 98,905.00
65	Ferguson Waterworks	\$ 10,923.97
66	Highland Sumner	\$ 3,000.00
67	Ferguson Waterworks	\$ 18,732.70
68	Stewart & Associates Property Services, Inc.	\$ 235,140.00
69	QGS Development, Inc.	\$ 404,064.72
70	HUB International Midwest West	\$ 4,481.00
71	Highland Sumner	\$ 3,000.00
72	Stewart & Associates Property Services, Inc.	\$ 13,380.00
	<b>TOTAL</b>	<b>\$ 2,105,161.87</b>