

**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, **June 15, 2021** at 1:30 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Brad Fritz	Assistant Secretary
Justin Frye	Assistant Secretary
Jennifer Tidwell	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Michelle Rigoni	Hopping Green & Sams
Clayton Smith	GMS
Marshall Tindall	GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were three 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 two 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 May 18, 2021
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the May 18, 2021 Board of Supervisors meeting and asked for a motion to approve minutes.

On MOTION by Mr. Fritz, seconded by Ms. Tidwell, with all in favor, the Minutes of the May 18, 2021 Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

**Consideration of Conveyance Documents
for Riverstone Phases 3 & 4**

Ms. Burns noted that the documents would convey all the common area tracts listed in the exhibit to the CDD for maintenance. Ms. Rigoni added that she reviewed the documents, and everything seemed to be in order. Ms. Burns asked if anyone had any questions, and hearing none asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Conveyance Documents for Riverstone Phases 3 & 4, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Equipment/Lease
Purchase Agreement with WHFS, LLC**

Ms. Burns stated that the agreement was for the playground furniture and other equipment at the facility, and that the equipment is leased out and paid over a period of 5 years. She asked if the Board had any questions and hearing none asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Equipment/Lease Purchase Agreement with WHFS, LLC, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rigoni stated she had nothing further to report.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

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

- The "coming soon" signage was put out for the opening of Amenity
- Lighting at the main entrance was repaired
- The plug was pulled on the sewer to fix the sewage issue

In progress items include:

- Discussion of items under warranty such as the pool filter

Upcoming items will include:

- Quote for four, 42-gallon trashcans to be installed on the pool deck

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, 4 Additional Trashcans, was approved.

- Solar light installation at mailboxes with a budget of \$2,000

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Solar Lighting at Mailboxes, was approved.

- Quotes for the dog park fencing installation and discussion of layout and height of the fencing. Mr. Frye to discuss options for dog park fencing around grates, and this item was added to the next agenda
- Landscaping refresh proposal
- Proposal for a 3-yard dumpster to be emptied twice a week

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Installation of a 3-Yard Dumpster to be Emptied Twice a Week, was approved.

- Discussion of additional trash pickup from Fuqua for a total of \$540 a year

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Additional Trash Pickup from Fuqua totaling \$540 per year, was approved.

D. District Manager's Report

i. Consideration of Resident Request to Put Vending Machine at Amenity

Ms. Burns stated that a request had been put in to have a vending machine installed at the Amenity Center, and the Board decided that it was not something they wanted to go forward with.

ii. Consideration of Resident Request for Signage at Entrance of Medulla and Pipkin

Ms. Burns explained that a resident requested that a “drive like your kids live here” sign be installed for a month-long period, and the Board agreed.

iii. Approval of the Check Register

Ms. Burns reported the check register through June 9th totaled \$22,307.22.

On MOTION by Mr. Fritz, seconded by Ms. Tidwell, with all in favor, the Check Register, was approved.

iv. 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.

v. Ratification of Requisitions

a. Ratification of Summary of Series 2020 Phase 3D Requisitions #73 to #82

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, the Series 2020 Phase 3D Requisitions #73 to #82, 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. There were no public comments.

Mr. Frye asked when the budget meeting would be, and Ms. Burns responded that the hearing was set for July 20th.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman