

**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, **September 21, 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
Roy Van Wyk	KE Law Group
Clayton Smith	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 noted that no members of the public were present. Hearing none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the July 20, 2021
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the July 20, 2021 Board of Supervisors meeting and asked for a motion to approve minutes.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Minutes of the July 20, 2021 Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

**Ratification of Fee Agreement with KE
Law**

Ms. Burns stated that the transfer letter and the fee agreement had been approved at the last meeting, so she was just looking for the Board to ratify.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor Fee Agreement with KE Law, was ratified.

FIFTH ORDER OF BUSINESS **Consideration of Licensing Agreement for Resident Dock Installation on Pond**

Ms. Burns stated that the HOA had received requests for a dock. She noted that the form of the agreement was included in the agenda package.

Mr. Van Wyk added that the agreement was standard and had been used previously for another resident.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Licensing Agreement for Resident Dock Installation on Pond, was approved.

SIXTH ORDER OF BUSINESS **Consideration of Request for Qualification for Engineering Services**

Ms. Burns stated that Ms. Wertz, who had been supplying the engineering services decided to step aside adding that the RFQ was so that the District could hire a new District engineer. She added that they would have to publish the ad, and then receive proposals and consider them at a later meeting. She asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Request for Qualification for Engineering Services, was approved.

SEVENTH ORDER OF BUSINESS **Ratification of Riverstone Phase 3 and 4 Special Warranty Deed and Consideration of Warranty Bill of Sale for Tract H in Riverstone Phases 3 and 4**

Ms. Burns stated that this had already been signed off outside of the meeting to convey the Tracts A, B, C, D, E, F, and H. She asked for a motion to ratify.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, Riverstone Phase 3 and 4 Special Warranty Deed and Consideration of Warranty Bill of Sale for Tract H in Riverstone Phases 3 and 4, was ratified.

EIGHTH ORDER OF BUSINESS

Ratification of Conveyance Document for Riverstone Phase 5 and 6

Ms. Burns stated that these were similar to the documents that had been approved above, but instead it was for Tracts A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R, S, T, and U.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor Conveyance Document for Riverstone Phase 5 and 6, was ratified.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2021-14 Re-Designating a Registered Agent for the District

Ms. Burns stated that the resolution would make herself the registered agent at her office location in Orlando. She asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, Resolution 2021-14 Re-Designating a Registered Agent for the District, was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2021-15 Revising Fiscal Year 2022 Meeting Schedule

Ms. Burns asked if it would be okay to the Board to line up the meeting schedule with another district and do the second Tuesday of each month. The Board approved.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, Resolution 2021-15 Revising Fiscal Year 2022 Meeting Schedule, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-16 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings

Mr. Van Wyk stated that in the past, the district was required to do an independent notice of meeting paper in addition to the one that is already posted, but that with all of new requirements with posting the notice online, they decided to modify the ruling procedure so that they didn't have to do that requirement anymore.

Ms. Burns asked for a motion to approve.

On MOTION by Ms. Tidwell, seconded by Mr. Frye, with all in favor, Resolution 2021-16 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings, was approved.

TWELTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk noted that as far as the stormwater system, there was a memorandum in the agenda package that noted a report had to be completed by June of 2022.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

i. Consideration of Proposal for Phase 5 and 6 Landscape Maintenance

Mr. Smith went over the Field Manager's report. Completed items included:

- Mailbox solar lights were installed
- Amenity 1 Planting was completed
- The requested trashcans were installed in Amenity II
- The toilet paper dispensers were replaced in Amenity II
- Dog park grates were installed
- Sidewalk erosion was getting to the point where they would need to close the trail, on top of concern of structural integrity, so they went ahead and fixed the issue, totaling approximately \$1,000

In progress items include:

- A quote for landscaping in Phase 5 was obtained

- Sod area on main boulevard was in need of repair, so Mr. Smith obtained a quote to add on Phases 5 and 6, totaling \$3,000 a month.
- Internet will be installed in Amenity II at the end of next month.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Quote for Phase 5 & 6 Landscaping, was approved.

D. District Manager’s Report

i. Approval of the Check Register

Ms. Burns reported the check register totaling \$389,371.81. She asked if anyone had any questions and hearing none, asked for a motion to approve.

On MOTION by Mr. Fritz, seconded by Ms. Tidwell, with all in favor, the Check Register, 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. Ratification of Requisitions

a. Series 2019 Phase 3B Requisition #103

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

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2019 Phase 3B Requisition #103, was ratified.

b. Series 2019 Phase 3C Requisitions #61 and #62

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

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2019 Phase 3C Requisitions #61 and #62, were ratified.

c. Summary of Series 2020 Phase 3D Requisitions #92 to #101

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

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Summary of Series 2020 Phase 3D Requisitions #92 to #101, were ratified.

iv. Ratification of Funding Requests

a. Ratification of Series 2018-3A Funding Requests #1 and #2

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

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2018-3A Funding Requests #1 and #2, was ratified.

b. Ratification of Series 2019-3C Funding Requests #1 to #5

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

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2019-3C Funding Requests #1 to #5, was ratified.

c. Ratification of Series 2020-3D Funding Request #1 to #3

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

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2020-3D Funding Request #1 to #3, was ratified.

THIRTEENTH ORDER OF BUSINESS

There being none, the next item followed.

Other Business

FOURTEENTH ORDER OF BUSINESS

There being none, the next item followed.

Supervisors Requests and Audience comments

FIFTEENTH ORDER OF BUSINESS

Ms. Burns adjourned the meeting.

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman