

**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, **October 12, 2021** at 1:30 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk
Justin Frye
Jennifer Tidwell

Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Sarah Warren *via Zoom*
Clayton Smith

District Manager, GMS
KE Law Group
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 September 21,
2021 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the September 21, 2021 Board of Supervisors meeting and asked for a motion to approve minutes.

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| On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Minutes of the September 21, 2021 Board of Supervisors Meeting, were approved. |
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FOURTH ORDER OF BUSINESS

Consideration of Notice of RFP for Landscaping Services

Ms. Burns stated that they needed to go through a formal RFP process. The general form was included in the agenda package. Ms. Burns suggested the date for bid pickup as October 19, 2021. The suggested due date was November 19, 2021. The non-mandatory preproposal conference will be held on October 27 at 9:00 a.m. and at the clubhouse in Amenity 1. Mr. Smith suggested adding annual rotations. He stated that currently it is done as a separate rate, but if four annual rotations were part of the contract then they would just do them.

On MOTION by Mr. Frye, seconded by Ms. Schwenk, with all in favor, the Notice of RFP for Landscaping Services and Adding Annual Rotations to the Scope of Service, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Audit Engagement Letter for Fiscal Year 2021 Audit Services

Ms. Burns stated that the annual amount for this is \$4,000 and they are looking for a motion to authorize.

On MOTION by Mr. Frye, seconded by Ms. Schwenk, with all in favor, the Audit Engagement Letter for Fiscal Year 2021 Audit Services, was approved.

SIXTH ORDER OF BUSINESS

Review and Ranking of Proposals Received for District Engineering Services and Selection of District Engineer

Ms. Burns stated they received one response from Rayl Engineering and the Board agreed to authorize counsel to draft an agreement.

On MOTION by Ms. Schwenk, seconded by Mr. Frye, with all in favor, Ranking Rayl Engineering as the #1 Proposal for District Engineering Services and Authorizing Counsel to Draft an Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Warren stated that she did not have anything to report today, but offered to answer any questions from the Board. There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Field Manager’s Report *(to be provided under separate cover)*

Mr. Smith went over the Field Manager’s report for the Board. He suggested that bike racks were needed for amenity. The Board agreed, and Mr. Smith will order additional bike racks. He also stated that they are going to address pressure washing the amenities as well.

Mr. Smith stated they were receiving a lot of complaints about the janitorial service. He reached out to a local cleaning company and received a quote that is half of the price of the current service being used. The Board agreed that they should switch to the new option, EA Cleaning, and terminate the current contract with Fuqua Janitorial.

On MOTION by Ms. Schwenk, seconded by Ms. Tidwell, with all in favor, Terminating the Fuqua Janitorial Contract and Approving the Quote with EA Cleaning, was approved.

D. District Manager’s Report

i. Approval of the Check Register

Ms. Burns reviewed the check register and stated this was in the agenda package as well. She asked if anyone had any questions and hearing none, asked for a motion to approve.

On MOTION by Ms. Schwenk, 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.

EIGHTH ORDER OF BUSINESS

There being none, the next item followed.

Other Business

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. Frye, seconded by Ms. Schwenk, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman