

**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 8, 2022** at 1:30 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

|                  |                     |
|------------------|---------------------|
| Justin Frye      | Vice Chairman       |
| Brad Fritz       | Assistant Secretary |
| Jennifer Tidwell | Assistant Secretary |
| Greg Jones       | Assistant Secretary |

Also present were:

|                                  |                       |
|----------------------------------|-----------------------|
| Jill Burns                       | District Manager, GMS |
| Meredith Hammock <i>via Zoom</i> | 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 four Board members present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted that no members of the public were present in person, and no members of the public present via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the December 14,  
2021 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the December 14, 2021 Board of Supervisors meeting and asked for a motion to approve minutes.

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| On MOTION by Mr. Frye, seconded by Mr. Jones, with all in favor, the Minutes of the December 14, 2021 Board of Supervisors Meeting, were approved. |
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**FOURTH ORDER OF BUSINESS**

**Acceptance of Resignation from Pool Maintenance Vendor**

Ms. Burns noted that these next two action items work hand in hand. Mr. Smith stated that the current pool vendor asked if they could resign to consolidate their location and were having some serviceability issues. They have recommended another pool vendor that they work closely with who will match the price and are more local to the Lakeland area.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, Acceptance of Resignation from Pool Maintenance Vendor, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal for Pool Maintenance Services from Arinton**

The Board discussed the proposal from Arinton and agreed to accept the proposal with the same price as the contract amount with Resort Pools.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Proposal for Pool Maintenance Services from Arinton, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock had nothing further for the Board.

**B. Engineer**

Ms. Burns stated that she did speak to the District engineer, and she reported that he is working on the proposal for the required stormwater report and will be prepared to present it at the next Board meeting.

**C. Field Manager’s Report**

Mr. Smith Presented the field manager’s report. Completed items include:

- Entry feature lighting repair
- Amenity sod instillation

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- Tree poles along Medulla were removed and will be monitored
- Pressure washing of amenity 1 parking area
- Bike rack installation

**i. Consideration of Proposal from SWS for Amenity Security**

Mr. Smith presented a proposal from SWS for amenity security cameras. He has worked with them at several Districts, and this is a basic camera set up that allows staff to monitor the cameras remotely. The total is \$5,981.00. Board and staff discussion ensued where they discussed pros and cons and what the cameras will and won't help. Mr. Smith noted that camera signage will be added as well and that tends to help with stopping some of those minor infractions.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Proposal from SWS for Amenity Security, was approved.

Ms. Burns gave the Board an update on access cards. The cards that were issued for the system at amenity 1 are different from the system at amenity 2. Everything is configured and the system is working, and they are working on importing the file to the new system. They are trying to avoid having each person test their cards and circumventing that issue before it is a problem. If they do have to test each card, they will set up a time for residents to get their cards working for an approximate 2-week period. The goal is to have the cards ready by the end of March when the weather is warmer.

**D. District Manager's Report**

**i. Approval of the Check Register**

Ms. Burns reviewed the check register and noted that it can be found in the agenda package. She asked if anyone had any questions and hearing none, asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Mr. Jones, 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 through December 2021, adding that there was no action required.

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**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience comments**

There being none, 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.

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman