

**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, **December 14, 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 <i>joined late</i>	Chairman
Justin Frye	Vice Chairman
Brad Fritz	Assistant Secretary
Jennifer Tidwell	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Sarah Warren <i>via Zoom</i>	KE Law Group
Meredith Hammock <i>via Zoom</i>	KE Law Group
Clayton Smith	GMS
Alan Rayl	Rayl Engineering
Greg Jones	Nominated as Assistant Secretary

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 in person, and no members of the public present via Zoom. Hearing none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Lauren Schwenk

Ms. Burns stated that they received a resignation letter from Lauren Schwenk.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Resignation from Lauren Schwenk, was approved.

B. Appointment to Fill the Vacant Board Seat

Ms. Burns stated that the Board is welcome to fill this vacancy and asked for nominations. The Board nominated Greg Jones.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Nomination of Greg Jones to Fill the Vacant Board Seat, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns swore in Greg Jones at this time.

D. Consideration of Resolution 2022-01 Electing Officers

Ms. Burns stated that the Board needed to nominate a Chairman and a Vice Chairman along with Assistant Secretaries.

**Rennie Heath joined the meeting at this time*

Rennie Heath was nominated as Chairman, Justin Frye was nominated as Vice Chairman, and the remaining Board members as Assistant Secretaries along with George Flint from GMS as an Assistant Secretary as well.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, Resolution 2022-01 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the October 12, 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.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Minutes of the October 12, 2021 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Review and Ranking of Proposals Received for Landscaping Services

- A. Floralawn**
- B. Prince & Sons**

C. Yellowstone

Ms. Burns stated that there was an RFP sent out and there were three bids that came in for the landscaping services. Mr. Smith reviewed the proposals for the Board. The Board decided to go with the proposal from Prince & Sons due to them having extra services included and coming in under budget amount. The ranking suggestions from Mr. Smith were 98 for Floralawn, 99 for Prince & Sons, and 90 for Yellowstone. Ms. Burns asked that staff send the Notice of Intent to Award to Prince & Sons.

On MOTION by Mr. Frye, seconded by Mr. Heath, with all in favor, the Proposal Received for Landscaping Services from Prince & Sons and Authorizing Staff to Draft the Contract and Negotiate the Terms of the Agreement, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resident Request to Vacate Easement

Ms. Burns stated that she had a resident reach out to her about an easement that is in place on their property put there to construct an entry monument. The entry monument was never built and there are no plans to put one in. The resident asked if the easement could be vacated if there was no intention to build.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Resident Request to Vacate Easement with the Resident Covering the Costs Associated, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns stated that the Polk County Property Appraiser requires them to enter into this agreement annually. This notifies the District Manager's office that they cannot disclose information about exempt parcels.

On MOTION by Mr. Fritz, seconded by Ms. Tidwell, with all in favor, the 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Contract Agreement
with Polk County Property Appraiser**

Ms. Burns stated that Polk County requires an annual agreement in order to collect the assessments on roll.

On MOTION by Ms. Tidwell, seconded by Mr. Fritz, with all in favor, the Contract Agreement with Polk County Property Appraiser, was approved.

NINTH ORDER OF BUSINESS

**Consideration of Addendum for Adding
Dog Stations to Janitorial Contract**

Mr. Smith stated that there needed to be dog stations added. It was estimated that the stations be emptied at least once and up to 3 times a week.

TENTH ORDER OF BUSINESS

**Consideration of Addendum for Adding
“As Needed” Windowsill Cleaning**

Mr. Smith stated that there would be windowsill cleaning included as needed.

On MOTION by Ms. Tidwell, seconded by Mr. Fritz, with all in favor, the Addendum for Adding Dog Stations to Janitorial Contract and Adding “As Needed” Windowsill Cleaning, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Warren stated that she did not have anything to report today.

B. Engineer

Alan stated that he did not have anything to report today.

C. Field Manager’s Report

i. Consideration of Quote for Amenity Tile Repair

Mr. Smith went over the Field Manager’s report for the Board. This quote is from Resort Pool Services for replacement tiles for Amenity 1 pool. The total cost is \$975.

On MOTION by Ms. Tidwell, seconded by Mr. Heath, with all in favor, the Quote for Amenity Tile Repair from Resort Pool Services for \$975, was approved.

- ii. **Consideration of Quote for Sod Repair at Amenity 1**
Mr. Smith stated that this quote from Floralawn was for \$725.

On MOTION by Mr. Heath, seconded by Mr. Jones, with all in favor, the Quote for Sod Repair at Amenity 1, was approved.

- iii. **Consideration of Proposals for Janitorial Supplies and Dispensers**
Mr. Smith reviewed this proposal for the Board.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Proposal for Janitorial Supplies and Dispensers, 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 Mr. Heath, seconded by Mr. Frye, 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.

TWELTH ORDER OF BUSINESS

There being none, the next item followed.

Other Business

THIRTEENTH ORDER OF BUSINESS

There being none, the next item followed.

Supervisors Requests and Audience comments

December 14, 2021

Towne Park CDD

FOURTEENTH 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