

Towne Park Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-382-3256

towneparkcdd.com

The following is the proposed agenda for the Board of Supervisors' Meeting for the Towne Park Community Development District, scheduled to be held **Thursday, May 10, 2018 at 11:00 a.m. at the Offices of Highland Homes, 3020 S. Florida Avenue, Suite 101, Lakeland, Florida 33803**. As always, the personal attendance of three Board Members will be required to constitute a quorum.

If you would like to attend the Board Meeting by phone, you may do so by dialing:

Phone: **1-877-864-6450**

Participant Code: **454943**

PROPOSED BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
- 1. **Consideration of Minutes of the April 12, 2018 Board of Supervisors Meetings**

Business Matters

- 2. **Consideration of Resolution 2018-10, Approving a Proposed Budget for Fiscal Year 2018-2019 and Setting a Public Hearing Date Thereon** *[suggested date: 7/12/18]*
- 3. **Consideration of Hamilton Proposal for Civil Engineering and Surveying Services, Towne Park Estates Phase 2B Construction Services**
- 4. **Consideration of Funding Agreement #1**
- 5. **Consideration of Payment Authorization Nos 74 – 75**
- 6. **Consideration of Monthly Financials**

Other Business

Staff Reports
District Counsel
District Engineer
District Manager
Supervisor Requests and Audience Comments
Adjournment

**Towne Park
Community Development District**

Minutes

MINUTES OF MEETING

TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING

Thursday, April 12, 2018 at 11:04 a.m.

The Offices of Highland Homes

3020 S. Florida Avenue, Suite 101

Lakeland, Florida 33803

Board Members present at roll call:

Joel Adams	Board Member
Jeff Shenefield	Board Member
Brian Walsh	Board Member

Also Present:

Roy Van Wyk	Hopping Green & Sams, P.A.
Jane Gaarlandt	Fishkind & Associates, Inc.
Denise Abercrombie	Highland Community Management
Heather Wertz	District Engineer (via phone)

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order. The Board Members and staff in attendance are as outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the March 8, and March 21, 2018 Board of Supervisors' Meeting

The Board reviewed the minutes of the March 8, and March 21, 2018 Board of Supervisors' Meeting.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved the Minutes of the March 8, and March 21, 2018 Board of Supervisors' Meeting.

FORTH ORDER OF BUSINESS

Public Hearing on the Imposition of Special Assessments, Phase 3

- a) Public Comments & Testimony**
- b) Board Comments**
- c) Consideration of Resolution
2018-08, Levying Special
Assessments**

Mr. Van Wyk requested a motion to open the public hearing.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board opened the Public Hearing.

Mr. Van Wyk explained that the District must adopt a new revised Engineer's Report and Assessment Methodology Report to include the additional offsite improvements for future phases. He stated that the District had to list them as Phase 3 but it may be broken down to a number of phases eventually. Mr. Van Wyk asked Ms. Gaarlandt if she can confirm that she has provided notice of today's hearing by publication and mail. Ms. Gaarlandt so confirmed. Mr. Van Wyk noted that at the last meeting the District Engineer said that the cost of the improvements was reasonable and necessary for the development of the project. Mr. Van Wyk asked the District Engineer if there have been any changes from the last report that she provided. Ms. Wertz responded that there have been no changes. Mr. Van Wyk asked Ms. Wertz if it is still her opinion that the costs are reasonable and the project can be completed as set forth in the report. Ms. Wertz answered yes. Mr. Van Wyk noted that Fishkind & Associates also prepared a revised Special Assessment Methodology Report that took into account the additional offsite costs and apportioned those across the properties within the District. Mr. Van Wyk asked Ms. Gaarlandt to confirm that the benefit received by the properties still is equal to or greater than the burden placed on the properties by the assessments. Ms. Gaarlandt confirmed. Mr. Van Wyk asked her to confirm that the apportionment of the assessments are fair and reasonable. Ms. Gaarlandt confirmed. Mr. Van Wyk explained that Resolution 2018-08 adopts the Engineer's Report, The Assessment Methodology Report, the Final Assessment Roll, and imposing the special assessments on the Phase 3 parcels in the new amounts. Mr. Van Wyk requested a motion to approve 2018-08.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved Resolution 2018-08, Levying Special Assessments.

FIFTH ORDER OF BUSINESS

Public Hearing on the Adoption of Amenity Facility Policies

- a) Public Comments & Testimony**
- b) Board Comments**
- c) Consideration of Resolution
2018-09, Adopting the Amenity
Facility Properties**

Mr. Van Wyk asked Ms. Gaarlandt to confirm for the Board that notice of rulemaking and rule development was published as required. Ms. Gaarlandt confirmed. Mr. Van Wyk explained that the District is required by law to establish rates and certain rules via a public hearing. He noted that District staff has incorporated comments received from the Board into the copy provided today. Mr. Van Wyk stated that the rates and the requirements for the operation and use of the Amenity Facilities are in the policy. Mr. Shenefield asked about the rental fee and the procedure for the renter to clean the facility. He asked if the District should add an additional charge for cleaning. Ms. Gaarlandt stated that there should be a separate security deposit. Mr. Shenefield asked if the security deposit will cover any additional cleaning that might be required. She noted that there is a list of requirements for Amenity Facility renters to complete before they leave the premises and if they have not been met the renter can be charged a cleaning fee. She noted that there is a non-refundable rental fee and the extra income is used towards additional cleaning. Mr. Van Wyk asked if the \$150.00 security deposit is sufficient for cleaning and Ms. Gaarlandt and Mr. Adams responded yes. Ms. Gaarlandt noted that the Rental Agreement states that an additional fee may be assessed if the cleanup is incomplete or if there are damages. A discussion took place about possible penalties if the fees are not paid including deactivating the card of the resident or suspending their renting privileges. Mr. Adams asked Mr. Van Wyk if he would be able to do a Master Use Agreement for the whole HOA for Non-resident patrons. Mr. Van Wyk said that he thinks he can do that but the District will have to come back and address it at a later date.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved Resolution 2018-9, Adopting the Amenity Facility Policies.

Ms. Gaarlandt requested to be provided the actual address of the Amenity Center as soon as possible. Mr. Adams will get her the address. Mr. Gaarlandt requested the names of the Subdivisions and communities within the phases for Phases 2A, 2B, and 3A. Mr. Adams said that he will provide the names as they become available. Mr. Adams indicated that the Amenity Facility and pool should be completed by mid-May. Mr. Adams asked when Mr. Van Wyk was starting his leave of absence. Mr. Van Wyk noted that he is leaving on June 1, 2018 for six months but ensured the Board that the District is in good hands. Ms. Gaarlandt requested a motion to close the Public Hearing.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board closed the Public Hearing

SIXTH ORDER OF BUSINESS

Consideration of Proposal for Trustee Services, Series 2018 Bonds (Assessment Area 2B project and Assessment Area 3A project)

The Board reviewed the proposal for Trustee services.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved the Proposal for Trustee Services, Series 2018 Bonds.

SEVENTH ORDER OF BUSINESS

Consideration of Payment Authorization Nos. 72 - 73

Ms. Gaarlandt requested Board approval of Payment Authorization Nos. 72 – 73.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved Payment Authorization Nos. 72 - 73.

EIGHTH ORDER OF BUSINESS

Review of Monthly Financials

The Board reviewed the monthly financials. There was no action required by the Board.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – Mr. Van Wyk stated that he and Ms. Wertz had been working with Tucker Paving on negotiating a contract for Phase 2B. It was determined that Tucker Paving's bid was inappropriate because it did not include the fill dirt and they made assumptions that were inconsistent with the plans. Mr. Van Wyk received a letter from Tucker Paving withdrawing their bid and he sent that to Ms. Gaarlandt so she would have it for the record. Ms. Wertz went back to the second bidder who was QGS and negotiated a contract with them for the price in their proposal. He recommended that the Board accept the letter from Tucker Paving and authorize District staff to enter into an agreement with the second ranked bidder, QGS.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board accepted the letter from Tucker Paving withdrawing their bid and authorized District Staff to enter into an agreement with the second ranked bidder, QGS, for Phase 2B.

Mr. Adams asked if Mr. Van Wyk is working with QGS to try to do Phase 3. Mr. Van Wyk responded yes and that they are the low bidder and the contract is ready to go. Mr. Shenefield asked for an update on the Phase 3 plan for permitting. Ms. Wertz stated that they are still planning to permit in May. Mr. Shenefield asked if she is getting close to a completeness letter on SFWMD. Ms. Wertz responded that she had addressed two rounds with them and she thinks that it is complete.

District Engineer – No Report

District Manager – No Report

TENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There were no audience comments or Supervisor requests.

ELEVENTH ORDER OF BUSINESS

Adjournment

There were no other questions or comments. Ms. Gaarlandt requested a motion to adjourn.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board Adjourned the April 12, 2018 Board of Supervisor's Meeting for the Towne Park Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**Towne Park
Community Development District**

Resolution 2018-10

RESOLUTION 2018-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2018/2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Towne Park Community Development District ("**District**") prior to June 15, 2018, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2018 and ending September 30, 2019 ("**Fiscal Year 2018/2019**"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2018/2019 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: July 12, 2018

HOUR: 11:00 a.m.

LOCATION: Offices of Highland Homes
3020 S. Florida Avenue, Suite 101
Lakeland, Florida 33803

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Lakeland and Polk County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 10TH DAY OF MAY, 2018.

ATTEST:

**TOWNE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Towne Park CDD
Proposed FY2018-2019 O&M Budget

	YTD Actual Through 03/31/2018	Anticipated 04/2018 - 09/2018	Anticipated FY 2018 Total	FY 2018 Adopted Budget	FY 2019 Proposed Budget
<u>Revenues</u>					
Off-Roll Assessments	\$ 56,146.28	\$ 128,835.85	\$ 184,982.13	\$ -	\$ 184,250.00
Developer Collections	\$ -		\$ -	\$ 165,000.00	\$ -
Net Revenues	\$ 56,146.28	\$ 128,835.85	\$ 184,982.13	\$ 165,000.00	\$ 184,250.00
<u>General & Administrative Expenses</u>					
Supervisor Fees	\$ 1,400.00	\$ 2,600.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
D&O Insurance	2,356.00	-	2,356.00	2,500.00	2,600.00
Bond Trustee Services	2,788.03	1,211.97	4,000.00	4,000.00	4,000.00
Management	12,499.98	12,500.02	25,000.00	25,000.00	25,000.00
Engineering	-	10,000.00	10,000.00	10,000.00	5,000.00
Dissemination Agent	4,000.00	-	4,000.00	-	4,000.00
District Counsel	1,875.96	23,124.04	25,000.00	25,000.00	15,000.00
Audit	4,000.00	1,000.00	5,000.00	5,000.00	6,500.00
Travel and Per Diem	-	500.00	500.00	500.00	500.00
Telephone	-	200.00	200.00	200.00	200.00
Postage & Shipping	89.89	60.11	150.00	150.00	150.00
Copies	61.20	1,438.80	1,500.00	1,500.00	1,500.00
Legal Advertising	783.97	4,216.03	5,000.00	5,000.00	3,000.00
Bank Fees	-	-	-	250.00	-
Miscellaneous, Contingency	-	8,250.00	8,250.00	8,250.00	5,000.00
Web Site Maintenance	450.00	450.00	900.00	900.00	900.00
Dues, Licenses, and Fees	175.00	-	175.00	250.00	250.00
Water	9,477.21	9,500.00	18,977.21	-	8,000.00
Pond Maintenance	-	10,000.00	10,000.00	10,000.00	10,000.00
General Liab. Insurance	2,946.00	-	2,946.00	2,500.00	3,250.00
Property Insurance	-	-	-	5,000.00	12,000.00
Clubhouse & Pool Maintenance	-	10,000.00	10,000.00	10,000.00	-
Landscaping Maintenance & Material	11,215.12	28,784.88	40,000.00	40,000.00	40,000.00
TECO Streetlighting	-	5,000.00	5,000.00	5,000.00	-
<u>Pool & Clubhouse</u>					
Maintenance Staff	-	-	-	-	3,000.00
Facility Management	-	-	-	-	3,000.00
Electric	-	-	-	-	10,000.00
Internet/Phone	-	-	-	-	1,000.00
Facility Repair & Maintenance	-	-	-	-	2,500.00
Pest Control	-	-	-	-	500.00
Pool Maintenance & Repairs	-	-	-	-	8,400.00
Water	-	-	-	-	5,000.00
Total General & Administrative Expenses	\$ 54,118.36	\$ 128,835.85	\$ 182,954.21	\$ 165,000.00	\$ 184,250.00
Total Expenses	\$ 54,118.36	\$ 128,835.85	\$ 182,954.21	\$ 165,000.00	\$ 184,250.00
Income (Loss) from Operations	\$ 2,027.92	\$ -	\$ 2,027.92	\$ -	\$ -
<u>Other Income (Expense)</u>					
Interest Income	\$ 1.35		\$ 1.35	\$ -	\$ -
Total Other Income (Expense)	\$ 1.35	\$ -	\$ 1.35	\$ -	\$ -
Net Income (Loss)	\$ 2,029.27	\$ -	\$ 2,029.27	\$ -	\$ -

**Towne Park
Community Development District**

**Hamilton Proposal for Civil Engineering and
Surveying Services, Towne Park Estates Phase 2B
Construction Services**



March 1, 2018

Towne Park CDD
Attn: Jane Gaarlandt
District Manager
Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, Florida 32817

RE: Proposal for Civil Engineering and Surveying Services
PROJECT: Towne Park Estates Phase 2B Construction Services

Dear Ms. Gaarlandt:

Hamilton Engineering & Surveying, Inc. (Hamilton) is pleased to propose civil engineering and surveying services for Towne Park CDD (Client) for the above referenced project. The scope of services is based on the construction of 104 residential units, as depicted on the approved Towne Park Phase 2B construction plans prepared by Hamilton. Services proposed are based on preliminary meetings with your firm, preliminary research by Hamilton and are described below:

BASIC SERVICES

❖ Survey - See Attachment "A" (\$27,000)

TOTAL LUMP SUM FEE BASIC SERVICES: \$27,000

❖ Construction Administration – Typically includes the minimum participation required by the local regulatory agencies for a professional engineer (inspections, observation of site testing, etc.) for the construction phase. Also includes response to RFI's, shop drawing review and a final inspection (punch list) at project close out. The minimum requirements for the SWFWMD Statement of Completion are included. FDEP Certificate of Clearances for Water and Sewer will be included. The contractor shall provide Hamilton certified as-built surveys, including elevations and dimensional information to meet SWFWMD and FDEP minimum standards for these clearances. Engineer participation will be provided based on hourly rates, including site meetings above and beyond the minimum requirements, daily construction observation (as scheduled) and pay application meetings.

Based on Hourly Fee Schedule – Estimated Fee: \$15,000

TAMPA OFFICE
3409 W. Lemon Street
Tampa, FL 33609-1433
p. 813.250.3535
f. 813.250.3636

ORLANDO OFFICE
775 Warner Lane
Orlando, FL 32803
p. 407-362-5929

REIMBURSABLE EXPENSES

The client shall reimburse Hamilton for all reasonable out-of-pocket expenses directly chargeable to the services provided in this contract at a rate of actual costs plus a handling charge of 15%. Reimbursable charges subject to this provision are as follows:

- ❖ Travel - \$0.555 per mile
- ❖ Copies/Scans
- ❖ Blackline prints
- ❖ Overnight postage/shipping
- ❖ Courier service
- ❖ Out-of-town Lodging/per diem

ADDITIONAL SERVICES

The following services and/or fees are considered Additional Services and are not included in the price quoted herein under **BASIC SERVICES**. The following services can be provided on a time and material basis, or at a specified amount to be mutually agreed upon:

- ❖ Review and filing fees
- ❖ Determination of impact fees
- ❖ Rezoning or special use permitting
- ❖ Environmental assessment studies or reports
- ❖ Setback Enhancement Plan
- ❖ Restoration Plan (for temporary wetland impacts)
- ❖ Phase I Environmental Assessment
- ❖ Geotechnical reports or soils testing
- ❖ Sub-surface utility exploration (SUE)
- ❖ Landfill remediation design or permitting
- ❖ Wetland delineations, wetland surveys, impact and mitigation permitting, etc.
- ❖ ACOE Permitting
- ❖ Florida Department of Transportation (FDOT) permitting
- ❖ NPDES permitting **other than listed**
- ❖ Traffic analysis and/or traffic studies
- ❖ Design/coordination of "soft" utilities (gas, electric, power, cable, telephone)
- ❖ Design of off-site improvements
- ❖ Maintenance of Traffic (MOT) plans
- ❖ Large off-site drainage basin studies
- ❖ Phasing or bid alternates
- ❖ Property acquisition processes for right-of-way or otherwise
- ❖ Surveys **other than listed**
- ❖ Easement preparation
- ❖ Title search or ownership and encumbrance (O & E) reports
- ❖ Services involving threatened or endangered species
- ❖ Design of retaining walls
- ❖ Detailed landscape or hardscape design by a Landscape Architect
- ❖ Site irrigation design
- ❖ Site electrical and/or site lighting design by an Electrical Engineer

- ❖ Dewatering plans or permitting
- ❖ Design exceptions
- ❖ Recurring client meetings or telephone conference calls during design or construction
- ❖ Bid process administration

SPECIFIC CONDITIONS

- ❖ Should City of Lakeland require a design exception for any reason, the services related to design exception would be considered an additional service that is not included in this agreement.
- ❖ Observation of site testing described under "Construction Administration" above does not include observation of re-testing due to failure. Any observation of re-testing due to failure will be provided as an additional service.
- ❖ This proposal assumes that an AutoCAD survey adequate for site design and permitting will be provided to Hamilton by others.
- ❖ This proposal assumes that survey information provided by the owner or client, for site design use, is correct and was performed with the benefit of a title search. Hamilton will not take responsibility for any information shown or not shown on the survey (i.e. easements) that affects the site design. Any site design changes required due to incorrect/missing items on the survey provided, will be performed as a negotiated additional service. Also, any title information provided and requested to be reviewed, will be performed as an additional service.
- ❖ Should the Client require the solicitation of bids for the project or the review of initial bids, these services will be provided as a negotiated additional service.
- ❖ Submittal of the SWFWMD Statement of Completion assumes that the stormwater management system was completed significantly in accordance with the approved plans. Any deviations from the approved plans resulting in corrective action, re-inspection, re-submittal of record drawings and paperwork, etc., as required for SWFWMD approval will be provided as an additional service, based on hourly rates.
- ❖ In the event any utility provider requires an easement for any reason, we can provide this information as a negotiated additional service.
- ❖ This proposal assumes the project is not in a velocity zone as designated by FEMA.
- ❖ Changes to the project resulting in reworking of drawings or calculations or change in the scope of work initiated by the Client will be performed as an additional service, based on hourly rates.
- ❖ By executing this proposal, it is agreed that Hamilton can place a company sign on the subject site prior to and throughout the duration of construction activities,

The sign will be placed in a location visible from adjacent roadways and will be coordinated with owner or client or owner or client's contractor.

- ❖ All other additional engineering services will be billed according to the attached fee schedule.

STANDARD GENERAL CONDITIONS

- 1) **Payment of Invoices:** Invoices are due and payable upon receipt. Delinquent accounts more than 30 days from date of invoice and will bear interest at the rate of 1-1/2% (one and one-half percent) per month and will constitute a breach of this Agreement allowing all remaining services to be terminated solely at the option of Hamilton Engineering & Surveying, Inc. Notice of termination of service to be sent by certified mail, return receipt requested. Should it become necessary to collect unpaid invoices through lien process, an attorney or legal proceedings, the Client agrees to pay all costs of collections, including attorneys' fees in the lower court and appellate court. If the Client objects to an invoice, it must advise Hamilton in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. The Client agrees that the payment to Hamilton is not subject to any contingency or condition. Hamilton may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect on the check without such negotiation being an accord and satisfaction of any disputed debt and with prejudicing any right of Hamilton to collect additional amounts from the Client.
- 2) **Termination:** The obligation to provide further services under this Agreement may be terminated by either party upon five (5) calendar days' written notice in the event of a substantial failure, including but not limited to non-payment of invoices, by the other party to perform in accordance with the terms hereof through no fault of the terminating party. If any material change occurs in the ownership of the Client, Hamilton shall have the right to immediately terminate this Agreement. In the event of any termination, Hamilton shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by Hamilton as a result of such termination. If Hamilton's compensation is a fixed fee, the amount payable for services will be a proportional amount of the total fee based on the ratio of the amount of the services performed, as reasonably determined by Hamilton to the total amount of service which were to have been performed.
- 3) **Standard of Care:** In performing its professional services, Hamilton will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by Hamilton's undertaking herein or its performance of services, and it is agreed that Hamilton is not a fiduciary with respect to the Client.
- 4) **Client Furnished Information:** Hamilton Engineering & Surveying, Inc. will consider all up front information supplied by the Client as accurate and correct. Additional work or work done over because of inaccurate or inadequate information supplied by the Client will be paid for as Additional Services.
- 5) **Use of Documents:** All documents, including but not limited to drawings, specifications, reports, and data or programs stored electronically, prepared by Hamilton are related exclusively to the services described in this Agreement, and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use, partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client to any of Hamilton's documents, or any use, partial use or reuse of the documents without written authorization or adaptation by Hamilton will be at the Client's sole risk and without liability to Hamilton, and the Client shall indemnify, defend and hold Hamilton harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Any authorization or adaptation will entitle Hamilton to further compensation at rates to be agreed upon by the Client and Hamilton. Any electronic files not containing an electronic seal are provided only for the convenience of the Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents be prepared by Hamilton, the hardcopy shall govern. Only printed copies of documents conveyed by the Hamilton may be relied upon. Because data stored in electronic media format can deteriorate or be modified without Hamilton's authorization, the Client has 60 days to perform acceptance tests, after which it shall be deemed to have accepted the data.

- 6) **Additional Services:** If authorized by the Client, Hamilton Engineering & Surveying, Inc. will furnish Additional Services which are not considered normal or customary Basic Services. The cost for Additional Services provided by Hamilton Engineering & Surveying, Inc. personnel will be billed on a time and material basis. Additional Services provided by others will be billed directly to the Client by the Provider.
- 7) **Reimbursable Expenses:** The Client will pay Hamilton Engineering & Surveying, Inc. for the actual expenses incurred in connection with the project for commercial out-of-town travel and subsistence, shipping charges (i.e., FedEx, Express Mail, etc.), courier/delivery charges and printing/reproduction costs.
- 8) **Controlling Law:** This Agreement will be governed by the laws in the State of Florida and deemed to have been entered into in Hillsborough County, Florida. Exclusive venue and jurisdiction to determine all issues of interpretations and enforcement of this contract and any modifications thereto are in Hillsborough County, Florida and nowhere else.
- 9) **Oral Agreements:** No oral agreement, guarantee, promise, representation or warranty will be binding.
- 10) **Limitation of Liability:** In recognition of the relative risks and benefits of the Project to both the Client and Hamilton, the risks have been allocated such that the Client agrees, to the fullest extent of the law, and notwithstanding any other provisions of this agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of Hamilton and Hamilton's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes, including but not limited to, the negligence, professional error or omissions, strict liability or breach of contract or any warranty, express or implied, of Hamilton or Hamilton's officers, directors, employees, agents and sub-consultants, shall not exceed the amount of our fee or \$20,000.00 whichever is greater. Higher limits of liability may be negotiated for additional fee. Under no circumstances shall Hamilton be liable for lost profits or consequential damages, for additional cost or other consequences due to changed conditions, or for costs related to the failure of contractor to perform work in accordance with the plans and specifications. This Section 11 is intended solely to limit the remedies available to the Client, and nothing in this Section 11 shall require the Client to indemnify Hamilton. The Client agrees to limit any and all liability or claim for damages, cost of defense, or expenses to be levied against Hamilton Engineering & Surveying, Inc. by the Client or third parties to a sum not to exceed \$20,000.00 or the amount of our fee, whichever is greater, on account of any design defect, error, omission, or professional negligence.
- 11) **Dispute Resolution:** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.
- 12) **Construction Phase Services:** If Hamilton's services include the preparation of documents to be used for construction and Hamilton is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against Hamilton in any way connected thereto. If Hamilton provides construction phase services, Hamilton shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Hamilton have any authority or responsibility to stop or direct the work of any contractor. Hamilton's visits will be for the purpose of endeavoring to provide the Client with a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by Hamilton. Hamilton neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents. Hamilton is not responsible for any duties assigned to the design professional in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and methods; that the contractor shall indemnify the Client and Hamilton for all claims and liability arising out of job site accidents; and that the Client and Hamilton shall be made additional insureds under the contractor's general liability insurance policy.
- 13) **No Third-Party Beneficiaries; Assignment and Subcontracting:** This Agreement gives no rights or benefits to anyone other than the Client and Hamilton, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and Hamilton. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Hamilton, without the written consent of Hamilton. Hamilton reserves the right to augment its staff with sub-consultants as it deems appropriate due to project logistics, schedules, or market

conditions. If Hamilton exercises this right, Hamilton will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent sub-consultants.

- 14) Confidentiality: The Client consents to the use and dissemination by Hamilton of photographs of the project and to the use by Hamilton of facts, data and information obtained by Hamilton in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, Hamilton shall use reasonable care to maintain the confidentiality of that material.
- 15) Authorization: The signature below authorizes the work herein described and does so on behalf of the Owner of the property in question and warrants that the Client has authority to sign this Agreement.

BASIS FOR PAYMENT


- ❖ Invoices for professional surveying services will be submitted upon delivery of the completed map or completion of the field work in support of the engineering services.
- ❖ Invoices for professional engineering services will be submitted monthly based on work completed to date or as directed by the Client's schedule for payments.
- ❖ All rates and fees are subject to renegotiation after a three month period from the date of this proposal, if it has not been accepted by the Client.
- ❖ In the event this agreement is terminated prior to completion of services, Hamilton will be compensated by the Client for all work accomplished to the point of termination in accordance with the fee structure stipulated herein.

ACCEPTANCE

We appreciate the opportunity to provide civil engineering and surveying services for you. If the defined scope of work and basis for payment are acceptable, this letter will serve as an agreement between Hamilton Engineering & Surveying, Inc. and Towne Park CDD, represented by Jane Gaarlandt, for the services contained herein. If the Client elects not to proceed with any of the services listed, the Client must notify Hamilton in writing. Please execute in the space provided and return to Hamilton Engineering & Surveying, Inc. We will not begin any work until a signed agreement is received. Thank you.

Sincerely,

Hamilton Engineering & Surveying, Inc.



Heather E. Wertz, PE, LEED AP
Sr. Vice President

Jane Gaarlandt

Date



HAMILTON HOURLY FEE SCHEDULE

<u>Staff</u>	<u>Hourly Rate</u>
Principal	\$235
Senior Project Manager, PE, Senior VP	\$190
Senior Project Manager, PE	\$150
Project Engineer, PE	\$120
CADD Manager / Senior Designer	\$110
Eng Senior Designer	\$100
Project Manager, Eng & Sur	\$90
Project Coordinator	\$70
Designer	\$80
Senior CADD Technician, Eng & Sur	\$80
CADD Technician, Eng & Sur	\$70
Survey Director, PLS	\$145
Senior Project Manager	\$125
Survey Crew Coordinator	\$75
Survey Crew	\$150
Survey QC CADD Technician	\$60
Survey As-Builts Coordinator	\$90
Construction Administration Director	\$115
Construction Inspector	\$70
Environmental Scientist	\$115
Planner/GIS Specialist	\$85
Expert Witness Services	\$250
Accounting	\$80
Clerical/Administration	\$40



February 21, 2018

Revised: March 1, 2018

ATTACHMENT "A"

(Towne Park Estates Phase 2B – 104 Single Family Lots)

SURVEYING SERVICES

- Prepare a Boundary Survey in accordance with the requirements of Chapter 5J-17, Florida Administrative Code to be submitted and reviewed by the City of Lakeland. Set Permanent Reference Monuments (PRM's).

Boundary Survey	LUMP SUM	\$ 4,000.00
------------------------	-----------------	--------------------

Boundary PRM's	LUMP SUM	\$ 1,500.00
-----------------------	-----------------	--------------------

PLATTING SERVICES

- Prepare a final plat for Phase 2B (104 Lots) to be submittal and review by City of Lakeland, Florida.
- Set Lot Corners and Permanent Control Points (PCP's) as required by Florida Statute.
- Process the plat through the City of Lakeland.

Platting (104 Lots)	LUMP SUM	\$ 8,500.00
----------------------------	-----------------	--------------------

Lot Corners & PCP's	LUMP SUM	\$ 13,000.00
--------------------------------	-----------------	---------------------

This proposal does not include an ALTA/NSPS Land Title Survey, any offsite surveying, wetland delineation, or subsurface investigation. Also, any review fees, recording fees, Ownership and Encumbrance Reports or other reimbursable items. An Ownership and Encumbrance Report will be required for the processing of the plat and is to be provided by the client.

If you have any questions please call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Hyatt", is written over a light blue horizontal line.

Eric Hyatt
Project Manager-Platting

The above survey requirements and fees accepted by (initials) _____

TAMPA OFFICE
3409 W. Lemon Street
Tampa, FL 33609-1433
p. 813.250.3535
f. 813.250.3636

ORLANDO OFFICE
775 Warner Lane
Orlando, FL 32803
p. 407-362-5929

**Towne Park
Community Development District**

Funding Agreement #1

**TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request #1

Capital Projects Phase 2B & 3A

Charges are split 50/50 between TP II, LLC and Riverstone, LLC
4/26/2018

Item No.	Payee	Invoice Number	Phase 2B TP II, LLC	Phase 3A Riverstone, LLC	Total
1	Hamilton Engineering & Surveying, Inc.				
	Engineering Services 12.31.2017 to 02.02.2018	55582	\$ 733.75	\$ 733.75	\$1,467.50
	Engineering Services 02.03.2017 to 03.02.2018	55763	\$1,646.25	\$ 1,646.25	\$3,292.50
	Engineering Services 03.03.2017 to 03.30.2018	55898	\$2,245.00	\$ 2,245.00	\$4,490.00
TOTAL			<u>\$4,625.00</u>	<u>\$ 4,625.00</u>	<u>\$9,250.00</u>

Chairperson

Invoice**HAMILTON**

ENGINEERING & SURVEYING, INC.

3409 W LEMON ST., TAMPA, FL 33609
TEL: 813.250.3535 | FAX: 813.250.3636
EMAIL: ACCOUNTING@HAMILTONENGINEERING.US

Towne Park CDD
12051 Corporate Blvd
Orlando, FL 32817

February 8, 2018

Project No: 03271.0002

Invoice No: 55582

Project Manager: Heather Wertz

Project 03271.0002 Towne Park Estates
Professional Services for the Period: December 30, 2017 to February 2, 2018

Phase 030 Engineering Services - Hourly

Professional Personnel

		Hours	Rate	Amount
Principal/Sr Project Mgr				
Wertz, Heather	1/30/2018	1.00	190.00	190.00
Sr CADD Tech				
Hyatt, Eric	1/29/2018	3.00	70.00	210.00
CDD bond Legal + Exhibit				
CADD Tech				
Pate, Cameron	1/24/2018	8.50	70.00	595.00
Pate, Cameron	1/25/2018	4.50	70.00	315.00
Pate, Cameron	1/26/2018	2.25	70.00	157.50
Totals		19.25		1,467.50
Total Labor				1,467.50

Total for this Section: \$1,467.50

TOTAL DUE THIS INVOICE: \$1,467.50

Billed-to-Date

	Current	Prior	Total
Labor	1,467.50	0.00	1,467.50
Totals	1,467.50	0.00	1,467.50

Project	03271.0002	Towne Park Estates	Invoice	55582
---------	------------	--------------------	---------	-------

Billing Backup

Friday, February 9, 2018

Hamilton Engineering & Surveying, Inc.

Invoice 55582 Dated 2/8/2018

9:56:49 AM

Project	03271.0002	Towne Park Estates
---------	------------	--------------------

Phase	030	Engineering Services - Hourly
-------	-----	-------------------------------

Professional Personnel

		Hours	Rate	Amount
Principal/Sr Project Mgr				
10 - Wertz, Heather	1/30/2018	1.00	190.00	190.00
Sr CADD Tech				
20 - Hyatt, Eric	1/29/2018	3.00	70.00	210.00
CDD bond Legal + Exhibit				
CADD Tech				
21 - Pate, Cameron	1/24/2018	8.50	70.00	595.00
21 - Pate, Cameron	1/25/2018	4.50	70.00	315.00
21 - Pate, Cameron	1/26/2018	2.25	70.00	157.50
Totals		19.25		1,467.50
Total Labor				1,467.50

Total for this Section: \$1,467.50

\$1,467.50

Total this Report \$1,467.50

Invoice

3409 W LEMON ST., TAMPA, FL 33609
TEL: 813.250.3535 | FAX: 813.250.3636
EMAIL: ACCOUNTING@HAMILTONENGINEERING.US

Towne Park CDD
12051 Corporate Blvd
Orlando, FL 32817

March 6, 2018

Project No: 03271.0002

Invoice No: 55763

Project Manager: Heather Wertz

Project 03271.0002 Towne Park Estates

Professional Services for the Period: February 3, 2018 to March 2, 2018

Phase 030 Engineering Services - Hourly

Professional Personnel

		Hours	Rate	Amount
Principal/Sr Project Mgr				
Wertz, Heather	2/6/2018	.50	190.00	95.00
Wertz, Heather	2/7/2018	.50	190.00	95.00
Wertz, Heather	2/8/2018	.50	190.00	95.00
Wertz, Heather	2/9/2018	.50	190.00	95.00
Wertz, Heather	2/23/2018	2.00	190.00	380.00
Wertz, Heather	2/26/2018	2.00	190.00	380.00
Wertz, Heather	2/27/2018	2.00	190.00	380.00
Wertz, Heather	2/28/2018	2.00	190.00	380.00
Wertz, Heather	3/1/2018	2.00	190.00	380.00
Wertz, Heather	3/2/2018	2.00	190.00	380.00
Constr Admin Director				
Lee, Robert	2/5/2018	1.50	115.00	172.50
Lee, Robert	2/6/2018	2.00	115.00	230.00
Lee, Robert	2/9/2018	2.00	115.00	230.00
Totals		19.50		3,292.50
Total Labor				3,292.50
Total for this Section:				\$3,292.50
TOTAL DUE THIS INVOICE:				\$3,292.50

Billed-to-Date

	Current	Prior	Total
Labor	3,292.50	1,467.50	4,760.00
Totals	3,292.50	1,467.50	4,760.00

Project	03271.0002	Towne Park Estates	Invoice	55763
---------	------------	--------------------	---------	-------

Billing Backup

Friday, March 9, 2018

Hamilton Engineering & Surveying, Inc.

Invoice 55763 Dated 3/6/2018

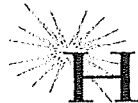
5:24:56 PM

Project	03271.0002	Towne Park Estates
---------	------------	--------------------

Phase	030	Engineering Services - Hourly
-------	-----	-------------------------------

Professional Personnel

		Hours	Rate	Amount	
Principal/Sr Project Mgr					
10 - Wertz, Heather	2/6/2018	.50	190.00	95.00	
10 - Wertz, Heather	2/7/2018	.50	190.00	95.00	
10 - Wertz, Heather	2/8/2018	.50	190.00	95.00	
10 - Wertz, Heather	2/9/2018	.50	190.00	95.00	
10 - Wertz, Heather	2/23/2018	2.00	190.00	380.00	
10 - Wertz, Heather	2/26/2018	2.00	190.00	380.00	
10 - Wertz, Heather	2/27/2018	2.00	190.00	380.00	
10 - Wertz, Heather	2/28/2018	2.00	190.00	380.00	
10 - Wertz, Heather	3/1/2018	2.00	190.00	380.00	
10 - Wertz, Heather	3/2/2018	2.00	190.00	380.00	
Constr Admin Director					
24 - Lee, Robert	2/5/2018	1.50	115.00	172.50	
24 - Lee, Robert	2/6/2018	2.00	115.00	230.00	
24 - Lee, Robert	2/9/2018	2.00	115.00	230.00	
Totals		19.50		3,292.50	
Total Labor					3,292.50
Total for this Section:					\$3,292.50
					\$3,292.50
Total this Report					\$3,292.50

Invoice

HAMILTON

ENGINEERING & SURVEYING, INC.

3409 W LEMON ST., TAMPA, FL 33609
 TEL: 813.250.3535 | FAX: 813.250.3636
 EMAIL: ACCOUNTING@HAMILTONENGINEERING.US

Towne Park CDD
 12051 Corporate Blvd
 Orlando, FL 32817

April 6, 2018

Project No: 03271.0002

Invoice No: 55898

Project Manager: Heather Wertz

Project 03271.0002 Towne Park Estates

Professional Services for the Period: March 3, 2018 to March 30, 2018

Phase 030 Engineering Services - Hourly

Professional Personnel

		Hours	Rate	Amount
Principal/Sr Project Mgr				
Wertz, Heather	3/5/2018	1.00	190.00	190.00
bid question review				
Wertz, Heather	3/6/2018	1.50	190.00	285.00
bid question response; amendment 1				
Wertz, Heather	3/7/2018	1.00	190.00	190.00
address ER 2 comments				
Wertz, Heather	3/8/2018	.50	190.00	95.00
CDD Meeting				
Wertz, Heather	3/19/2018	2.00	190.00	380.00
Wertz, Heather	3/20/2018	2.00	190.00	380.00
Wertz, Heather	3/21/2018	3.00	190.00	570.00
Wertz, Heather	3/22/2018	1.00	190.00	190.00
Wertz, Heather	3/26/2018	.50	190.00	95.00
Wertz, Heather	3/29/2018	.50	190.00	95.00
Constr Admin Director				
Lee, Robert	3/5/2018	2.00	115.00	230.00
Lee, Robert	3/6/2018	2.00	115.00	230.00
Lee, Robert	3/16/2018	2.00	115.00	230.00
Lee, Robert	3/19/2018	2.00	115.00	230.00
Lee, Robert	3/20/2018	2.50	115.00	287.50
Lee, Robert	3/21/2018	1.50	115.00	172.50
Eng Designer				
Hamilton, Jamie	3/9/2018	4.00	80.00	320.00
Hamilton, Jamie	3/12/2018	4.00	80.00	320.00
Totals		33.00		4,490.00
Total Labor				4,490.00

Total for this Section: \$4,490.00

TOTAL DUE THIS INVOICE: \$4,490.00

Cyma
 4-23-18 PA75
 300-051-3000-31-04

Project	03271.0002	Towne Park Estates	Invoice	55898
---------	------------	--------------------	---------	-------

Billed-to-Date

	Current	Prior	Total
Labor	4,490.00	4,760.00	9,250.00
Totals	4,490.00	4,760.00	9,250.00

Project	03271.0002	Towne Park Estates	Invoice	55898
---------	------------	--------------------	---------	-------

Billing Backup

Monday, April 9, 2018

Hamilton Engineering & Surveying, Inc.

Invoice 55898 Dated 4/6/2018

8:20:03 AM

Project	03271.0002	Towne Park Estates
---------	------------	--------------------

Phase	030	Engineering Services - Hourly
-------	-----	-------------------------------

Professional Personnel

		Hours	Rate	Amount
Principal/Sr Project Mgr				
10 - Wertz, Heather	3/5/2018	1.00	190.00	190.00
bid question review				
10 - Wertz, Heather	3/6/2018	1.50	190.00	285.00
bid question response; amendment 1				
10 - Wertz, Heather	3/7/2018	1.00	190.00	190.00
address ER 2 comments				
10 - Wertz, Heather	3/8/2018	.50	190.00	95.00
CDD Meeting				
10 - Wertz, Heather	3/19/2018	2.00	190.00	380.00
10 - Wertz, Heather	3/20/2018	2.00	190.00	380.00
10 - Wertz, Heather	3/21/2018	3.00	190.00	570.00
10 - Wertz, Heather	3/22/2018	1.00	190.00	190.00
10 - Wertz, Heather	3/26/2018	.50	190.00	95.00
10 - Wertz, Heather	3/29/2018	.50	190.00	95.00
Constr Admin Director				
24 - Lee, Robert	3/5/2018	2.00	115.00	230.00
24 - Lee, Robert	3/6/2018	2.00	115.00	230.00
24 - Lee, Robert	3/16/2018	2.00	115.00	230.00
24 - Lee, Robert	3/19/2018	2.00	115.00	230.00
24 - Lee, Robert	3/20/2018	2.50	115.00	287.50
24 - Lee, Robert	3/21/2018	1.50	115.00	172.50
Eng Designer				
18 - Hamilton, Jamie	3/9/2018	4.00	80.00	320.00
18 - Hamilton, Jamie	3/12/2018	4.00	80.00	320.00
Totals		33.00		4,490.00
Total Labor				4,490.00
Total for this Section:				\$4,490.00
				\$4,490.00
Total this Report				\$4,490.00

Elizabeth Q Malhotra

From: Heather Wertz <heatherw@hamiltonengineering.us>
Sent: Thursday, April 26, 2018 8:22 AM
To: Elizabeth Q Malhotra
Subject: RE: Engineering Invoices

You can split it 50/50. Everything we did was for both projects.



HEATHER E. WERTZ, P.E., LEED® AP
Senior Vice President

3409 W. Lemon Street, Tampa, FL 33609
c 813.244.1984 | o 813.250.3535 Ext. 185
heatherw@hamiltonengineering.us | www.hamiltonengineering.us

From: Elizabeth Q Malhotra [mailto:elizabethm@fishkind.com]
Sent: Thursday, April 26, 2018 7:46 AM
To: Heather Wertz <heatherw@hamiltonengineering.us>
Subject: Engineering Invoices

Hi Heather,

Please see email from Joel Adams below. Do you have that information? If so, can you please provide?

Much appreciated.

Lisa Malhotra
District Accountant
Fishkind & Associates, Inc.
12051 Corporate Blvd
Orlando, FL 32817
Tel: 407-382-3256
Fax: 407-382-3254
E-mail: Elizabethm@fishkind.com

www.fishkind.com
Orlando – Port St. Lucie

From: Joel Adams <j.adams@highlandhomes.org>
Sent: Wednesday, April 25, 2018 4:31 PM
To: Elizabeth Q Malhotra <elizabethm@fishkind.com>
Cc: Roy Van Wyk <RoyV@hgslaw.com>; Milton Andrade <m.andrade@highlandhomes.org>
Subject: RE: Towne Park CDD PA #75

Lisa,

The FR needs to be split out between TP II, LLC (our developer) and the developer for phase III. Perhaps Heather can provide a % breakout between phase IIB and Phase III work?

Thanks
DJA

**Towne Park
Community Development District**

Payment Authorization Numbers 74 – 75

**TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #74

4/11/2018

Item No.	Payee	Invoice Number	General Fund
1	Hopping Green & Sams		
	Legal Services through 02.28.2018	99393	\$ 3,302.17
2	Business Observer		
	Legal Ad - 03.23.18, 03.30.18	18-00461K	\$ 1,258.00
3	Lakeland Electric		
	Billing Date 04.03.2018	3555224.2018.04	\$ 209.39
	Billing Date 04.03.2018	3555225-2018.04	\$ 408.98
4	Floralawn		
	Monthly Lawn Maintenance - 2018.04	80069	\$ 1,805.00
	Irrigation Repair - 2018.03	79886	\$ 189.30
5	Supervisors Fees		
	Rennie Heath	03.21.2018	\$ 200.00
	Brian Walsh	03.21.2018	\$ 200.00
	Joel Adams	03.21.2018	\$ 200.00
	Jeffrey Shenefield	03.21.2018	\$ 200.00
TOTAL			\$ 7,972.84

Chairperson

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

March 28, 2018

Towne Park Community Development District
c/o Fishkind & Associates
12051 Corporate Boulevard
Orlando, FL 32817

Bill Number 99393
Billed through 02/28/2018

General Counsel/Monthly Meeting

TPKCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

02/02/18	SSW	Prepare agenda items.	2.30 hrs
02/07/18	RVW	Travel to board meeting.	1.00 hrs
02/07/18	SSW	Prepare draft amenity policies, notice of rulemaking and notice of rule development; prepare resolution regarding authority of district manager to review and approve work authorizations.	3.60 hrs
02/08/18	RVW	Prepare for and attend board meeting.	2.00 hrs
02/08/18	SSW	Conduct meeting follow-up.	0.40 hrs
02/22/18	RVW	Attend development status conference call with staff.	0.30 hrs
02/28/18	SSW	Prepare comments to draft agenda and meeting minutes; prepare agenda items.	2.20 hrs
02/28/18	AHJ	Prepare updates to bond files.	0.40 hrs
Total fees for this matter			\$3,114.00

DISBURSEMENTS

Document Reproduction	66.00
Travel	115.41
Travel - Meals	6.76
Total disbursements for this matter	\$188.17

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.40 hrs	145 /hr	\$58.00
Van Wyk, Roy	3.30 hrs	295 /hr	\$973.50
Warren, Sarah S.	8.50 hrs	245 /hr	\$2,082.50

TOTAL FEES	\$3,114.00
------------	------------

=====

TOTAL DISBURSEMENTS

\$188.17

TOTAL CHARGES FOR THIS MATTER**\$3,302.17****BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	0.40 hrs	145 /hr	\$58.00
Van Wyk, Roy	3.30 hrs	295 /hr	\$973.50
Warren, Sarah S.	8.50 hrs	245 /hr	\$2,082.50

TOTAL FEES

\$3,114.00

TOTAL DISBURSEMENTS

\$188.17

TOTAL CHARGES FOR THIS BILL**\$3,302.17****Please include the bill number on your check.**

Hopping Green & Sams

Attorneys and Counselors

March 28, 2018

Towne Park Community Development District
c/o Ms. Jane Gaarlandt
Fishkind & Associates, Inc.
12051 Corporate Boulevard
Orlando, Florida 32817

Re: Towne Park Community Development District

Dear Jane:

Enclosed please find our billing statements on behalf of the Towne Park Community Development District (the "District"), for services rendered and expenses incurred through the month of February, 2018. Please remit payment as soon as possible.

If you have any questions, please feel free to give me a call.

Sincerely,



Roy Van Wyk

RVW/lk

Enclosures

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
941-906-9386 x322

INVOICE

Legal Advertising

Invoice # 18-00461K

Date 03/23/2018

Attn: Jane Gaarlandt
Fishkind & Associates, Inc.
12051 CORPORATE BLVD.
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description

Amount

Serial # 18-00461K
Notice of Public Hearing
RE: Towne Park Community Development District
Published: 3/23/2018, 3/30/2018

\$1,258.00

Important Message

Paid
Total

()
\$1,258.00

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second Insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER IMPOSITION OF SPECIAL ASSESSMENTS PURSUANT TO SECTION 170.07, FLORIDA STATUTES, TO CONSIDER ADOPTION OF ASSESSMENT ROLL PURSUANT TO SECTION 197.00(2)(4)(b), FLORIDA STATUTES, AND NOTICE OF REGULAR MEETING

The Towne Park Community Development District Board of Supervisors ("Board") will hold a public hearing on Thursday, April 12, 2018 at 11:00 a.m. at the Offices of Highland Homes, 3020 S. Florida Avenue, Suite 101, Lakeland, Florida, 33803, to consider the adoption of an assessment roll, the imposition of special assessments to secure proposed bonds on benefited lands within the Towne Park Community Development District ("District"), a depiction of which lands is shown below, and to provide for the levy, collection and enforcement of the special assessments.

The public hearing is being conducted pursuant to Chapters 170, 190 and 197, Florida Statutes. A description of the property to be assessed and the amount to be assessed to each piece or parcel of property may be ascertained at the office of the District Manager located at 12031 Corporate Boulevard, Orlando, Florida 32817, (407) 382-3256.

The District previously issued its Towne Park Community Development District Special Assessment Bonds, Series 2016, in a principal amount of \$2,960,000 (the "Series 2016 Bonds") to fund certain infrastructure improvements within the District, as more specifically described in the Engineer's Report dated November 2014, as supplemented by the First Supplemental Engineer's Report, Phase 2A & 2B (Assessment Area 1) dated May 14, 2016 (the "Series 2016 Project").

The District anticipates issuing additional special assessment bonds and to utilize the proceeds of such special assessment bonds, in part, to finance a portion of the cost of the acquisition and/or construction of additional public infrastructure improvements and facilities benefiting the lands within the District including certain off-site improvements. The streets and areas to be improved are more particularly identified below and in the Engineer's Report dated November 2014, as amended by the First Amendment to Master Engineer's Report, dated March 2018 (the "Improvement Plan"), which is on file with the District and available during normal business hours at the address provided above.

It is anticipated that the District will levy non-ad valorem special assessments upon benefited lands within the District to secure the special assessment bonds in accordance with the District's Amended and Related Master Assessment Methodology, dated March 8, 2018 (the "Assessment Report"). The method of allocating assessments for the Improvement Plan to be funded by the District will initially be determined on an equal assessment per acre basis, and will be levied on an equivalent residential unit ("ERU") basis at the time that such property is placed or subject to a site plan.

The annual principal assessment levied against each parcel will be based on repayment over thirty (30) years of the total debt allocated to each parcel. The District expects to collect sufficient revenues to retire no more than \$50,000,000 in debt to be assessed by the District, exclusive of fees and costs of collection or enforcement, discounts for early payment and interest. The proposed annual schedule of assessments is as follows:

Phase	Planned Lots/ERUs	Bond Net Annual Assmt./Category	Bond Net Annual Assmt./Unit	Bond Gross Annual Assmt./Category (1)	Bond Gross Annual Assmt./Unit (1)
Phase 2	207	\$453,948	\$2,193	\$468,117	\$2,258
Phase 3 Single-Family	1,481	\$3,138,105	\$2,193	\$3,374,371	\$2,258
Phase 3 Multi-Family	430	\$841,440	\$1,423	669,730	\$1,533
Totals	2,088	\$4,233,493		\$4,852,217	

(1) Gross Assessments represent the assessment placed on the County tax roll each year, if the District elects to use the Uniform Method of collecting non-ad valorem assessments authorized by Chapter 197 of the Florida Statutes. Gross assessments include a 7.0% gross-up to account for the fees of the County Property Appraiser and Tax Collector and the statutory early payment discount.

The District's Board of Supervisors is NOT proposing to change the special assessments for existing platted lots within Phase 2A of the District which secure the Series 2016 Bonds.

All assessments described herein may be collected directly by the District in accordance with Florida law, or may be collected on the property tax bill issued by the Polk County Tax Collector. The decision to collect the assessments by any particular method - e.g., by direct bill or on the tax roll - does not mean that such a method will be used to collect the assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices. All affected property owners have the right to appear at the public hearing and the right to file written objections with the District within twenty (20) days of the publication of this notice.

Please be advised that failure to pay any assessments will cause a tax certificate to be issued against your property within the District that may result in a loss of title, or, if the assessments are directly collected, will cause a foreclosure action to be filed against your property within the District that may result in a loss of title.

Also on Thursday, April 12, 2018 at 11:00 a.m. at the Offices of Highland Homes, 3020 S. Florida Avenue, Suite 101, Lakeland, Florida, 33803, the Board will hold a regular public meeting to consider any other business that may lawfully be considered by the District. The Board meeting and hearings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Board meeting and/or the public hearings may be continued in progress to a date and time certain announced at the meeting and/or hearings.

If anyone chooses to appeal any decision of the Board with respect to any matter considered at the meeting or hearings, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which such appeal is to be based.

Any person requiring special accommodations at the meeting or hearings because of a disability or physical impairment should contact the District Manager's Office at (407) 382-3256 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-368-8770 for aid in contacting the District office.

TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT

RESOLUTION 2018-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS TO SECURE ITS ANTICIPATED SPECIAL ASSESSMENT BONDS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF THOSE IMPROVEMENTS WHOSE COST IS TO BE DEFRAID BY THE SPECIAL ASSESSMENTS, INCLUDING OFFSITE IMPROVEMENTS RELATED TO PHASE 3; PROVIDING THE PORTION OF THE ESTIMATED COST OF THE IMPROVEMENTS TO BE DEFRAID BY THE SPECIAL ASSESSMENTS; PROVIDING THE MANNER IN WHICH SUCH SPECIAL ASSESSMENTS SHALL BE MADE; PROVIDING WHEN SUCH SPECIAL ASSESSMENTS SHALL BE PAID; DESIGNATING LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT; ADOPTING A PRELIMINARY ASSESSMENT ROLL; PROVIDING FOR PUBLICATION OF THIS RESOLUTION.

WHEREAS, the Towne Park Community Development District ("District") is a local unit of special-purpose government located in the City of Lakeland, Polk County, Florida, and established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, Florida Statutes ("Uniform Act"), by the City of Lakeland, Board of City Commissioners; and

WHEREAS, the Act authorizes the District to issue bonds for the purpose, among others, of planning, financing, acquiring, constructing, installing, operating, and/or maintaining certain infrastructure, including roadway improvements, stormwater management systems, landscaping, recreation and parks facilities, water and sewer systems and other infrastructure within or without the boundaries of the District; and

WHEREAS, the infrastructure improvements and facilities to be financed by the District are more specifically described and identified in the District's Preliminary Engineer's Report dated November 2014 ("Original Engineer's Report"), as amended by the First Amendment to Master Engineer's Report, dated March 2018 (the "Amended Master Engineer's Report"), adopted and confirmed by the District, attached hereto as Composite Exhibit A and incorporated herein by reference; and

WHEREAS, the District previously issued its Towne Park Community Development District Special Assessment Bonds, Series 2016 in the par amount of \$2,960,000 (the "Series 2016 Bonds") and levied special assessments to the secure the Series 2016 Bonds (the "Series 2016 Assessments"); and

WHEREAS, pursuant to Resolutions 2018-09, 2015-10, 2016-17, and 2016-07 (the "Series 2016 Assessment Resolutions"), the District imposed Series 2016 Assessments on developable real property within the boundaries of the District to secure the Series 2016 Bonds in accordance with the District's Adopted Master Assessment Methodology dated January 21, 2015 ("Original Assessment Report"), as supplemented by the First Supplemental Assessment Methodology Report (Series 2016 Bonds, Assessment Area 1), dated June 9, 2016 (the "Series 2016 Assessment Report"); and

WHEREAS, the District hereby determines to undertake the installation and/or acquisition of infrastructure improvements

for future phases of development which improvements include additional off-site infrastructure improvements for the area known as Phase 3 which are not contemplated by the Original Engineer's Report but are now set forth in the Amended Master Engineer's Report, the nature and specificity thereof, are more particularly described in Composite Exhibit A ("Improvements") and

WHEREAS, it is in the best interests of the District to continue to pay the cost of the Improvements through the levy of special assessments pursuant to Chapters 170 and 190, Florida Statutes (the "Special Assessments") to secure its special assessment bonds, which may be issued in one or more series, to be secured by the Special Assessments; and

WHEREAS, the District is empowered by Chapter 190, Florida Statutes, the Uniform Community Development District Act, and Chapter 170, Florida Statutes, Supplemental Alternative Method of Making Local and Municipal Improvements, and Chapter 197, Florida Statutes, to continue implementation of the Improvements and to levy the Special Assessments; and

WHEREAS, the District hereby determines that benefits have accrued and will continue to accrue to the property improved, the amount of those benefits, and that special assessments will be made in proportion to the benefits received as set forth in the District's Amended and Related Master Assessment Methodology Report dated March 8, 2018 (the "Amended Assessment Report"), which is attached hereto as Exhibit B and incorporated herein by reference, and on file at the office of the District Manager, Fiskind & Associates, Inc., located at 12031 Corporate Boulevard, Orlando, Florida 32817; and

WHEREAS, except as specified herein, the Amended Assessment Report does not affect the previously adopted Series 2016 Assessment Report, the Series 2016 Assessments, and the assessment lien associated therewith on the lands referred to as the Phase 2A Lands; and

WHEREAS, this Resolution shall serve as the "resolution required to declare special assessments" contemplated by section 170.03, Florida Statutes, for the assessment lien(s) levied against certain property as described in Composite Exhibit A that collectively comprise the Special Assessments; and

WHEREAS, the District hereby determines that the Special Assessments to be levied will not exceed the benefits to the property improved.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The Special Assessments shall be levied to defray the cost of the Improvements.

Section 2. The nature and general location of, and plans and specifications for, the Improvements are described in Composite Exhibit A, and are on file at the District's Records Office and available for public inspection.

Section 3. The total cost of the Improvements is \$43,697,950 (hereinafter, referred to as the "Estimated Cost").

Section 4. The Special Assessments will collectively defray approximately \$50,000,000 which includes a portion of the Estimated Cost together with financing related costs, capitalized interest, debt service reserve and contingency, as applicable. The lien for the Special Assessments will be allocated across all benefited property to secure to the debt related to the District's special assessment bonds. Should the District issue additional bonds for the purpose of funding additional portions of the Improvements, and seek to levy assessments to secure such bonds, the District shall adopt additional resolutions declaring assessments as contemplated by section 170.03, Florida Statutes and conduct a public hearing on such assessments.

Section 5. The manner in which the Special Assessments shall be apportioned and paid is set forth in Exhibit B.

Section 6. The Special Assessments shall be levied, within the District, on certain lots and lands adjoining and contiguous or bounding and abutting upon such improvements or specially benefited thereby and further designated by the assessment plat hereinafter provided for.

Section 7. There is on file, at the District Records Office an assessment plat showing the areas to be assessed, with certain plans and specifications describing the Improvements and the Estimated Cost of the Improvements, all of which shall be open to inspection by the public.

Section 8. Commencing with the year in which the Special Assessments are certified for collection, the Special Assessments shall be paid in not more than thirty (30) annual installments or the maximum period of time permitted by law then in effect. The Special Assessments may be payable at the same time and in the same manner as are ad valorem taxes and collected pursuant to Chapter 197, Florida Statutes (the "Uniform Method"); provided, however, that in the event the Uniform Method is not available to the District in any year, or if determined by the District to be in the best interest, the Special Assessments, or any portion thereof, may be collected as is otherwise permitted by law. The decision to collect special assessments by any particular method - e.g., by direct bill or on the tax roll - does not mean that such a method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

Section 9. The District Manager has caused to be made a preliminary assessment roll, in accordance with the Assessment Report, attached as Composite Exhibit B hereto, which shows the lands assessed, the amount of benefit to and the assessment against each parcel of land and the number of annual installments in which the assessment may be divided, which is hereby adopted and approved as the District's preliminary assessment roll.

Section 10. The Board shall adopt a subsequent resolution to fix a time and place at which the owners of property to be assessed or any other persons interested therein may appear before the Board and be heard as to the propriety and advisability of the assessments or the making of the Improvements, the cost thereof, the manner of payment therefor, or the amount thereof to be assessed against each property as improved.

Section 11. The District Manager is hereby directed to cause this resolution to be published twice (once a week for two (2) weeks) in a newspaper of general circulation within Polk County, Florida, and to provide such other notice as may be required by law or desired in the best interests of the District.

Section 12. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 6th day of March, 2018.

Attest:

/s/ Jane Gasparini
Secretary

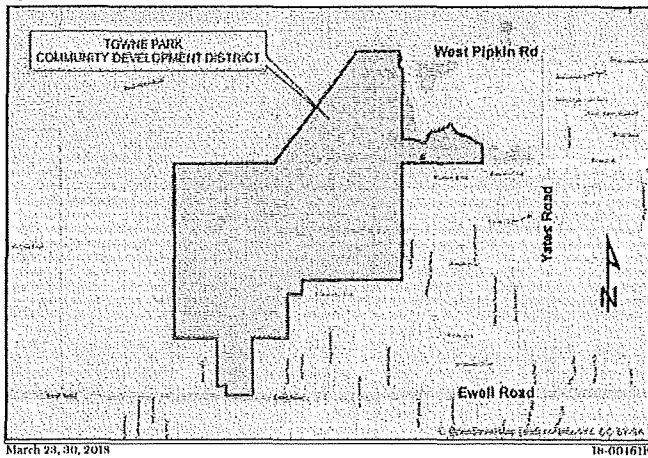
TOWNE PARK COMMUNITY
DEVELOPMENT DISTRICT

/s/ D. Joel Adams
Chairperson,
Board of Supervisors

Composite Exhibit A: Engineer's Report dated November 2014

First Amendment to Master Engineer's Report dated March 2018

Composite Exhibit B: Amended and Related Master Assessment Methodology dated March 8, 2018





Retain This Portion For Your Records

Service Location:
5107 WHITE EGRET LN # W/I
LAKELAND, FL 33811 US

ACCOUNT SUMMARY

Billing Date :	04/03/2018
Account Number :	3555224
Total Amount Due :	\$ 209.39
Payment Due Date :	05/01/2018
Payments/Credits since Last Bill :	\$ -195.47
Previous Balance was a Credit :	\$ -4.27

ACCOUNT DETAIL

	Itemized Charges	Total Charges
Water Irrigation		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 24.94	
Water-1000 gal - 13 @ 2.5.....	\$ 32.50	
Water-1000 gal - 19 @ 3.13.....	\$ 59.47	
Water-1000 gal - 19 @ 4.07.....	\$ 77.33	
Inside the City Utility Tax.....	\$ 19.42	
Current Water Irrigation Charges.....		\$ 213.66
TOTAL CURRENT CHARGES		\$ 213.66
TOTAL AMOUNT SUBJECT TO PENALTY AFTER 05/01/2018		\$ 209.39

www.lakelandelectric.com

Please make checks payable to Lakeland Electric P.O. Box 32006 Lakeland, FL 33802-2006 834-9535

LB180403_0-273-000004247

Please return this stub along with your payment and note the account number on your check or money order to ensure proper credit to your account.



000137 000004247



TOWNE PARK COMMUNITY DEVELOPMENT DIST
12051 CORPORATE BLVD
ORLANDO FL 32817-1450



2

Please note address changes on the back of the payment stub.

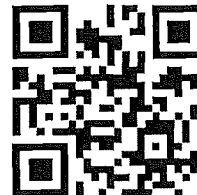
PAYMENT SECTION

Account Number :	3555224
Total Amt Due 05/01/2018	\$ 209.39
Amount Enclosed:	_____

VISIT OUR NEW EXPRESS PAY KIOSKS
Payments will post to your account immediately.

Scan this QR code at our
Express Pay kiosk
to go directly to your account

Please see back of stub for kiosk locations.



0 000000000020939 000000035552249 0 000000000020939 000000035552249



Retain This Portion For Your Records

Service Location:

3606 PEREGRINE WY # W/I
LAKELAND, FL 33811 US

ACCOUNT SUMMARY

Page 1 of 2

Billing Date :	04/03/2018
Account Number :	3555225
Total Amount Due :	\$ 408.98
Payment Due Date :	05/01/2018
Payments/Credits since Last Bill :	\$ -226.67
Previous Balance was a Credit :	\$ -6.15

ACCOUNT DETAIL

	Itemized Charges	Total Charges
Water Irrigation		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 24.94	
Water-1000 gal - 13 @ 2.5.....	\$ 32.50	
Water-1000 gal - 19 @ 3.13.....	\$ 59.47	
Water-1000 gal - 64 @ 4.07.....	\$ 260.48	
Inside the City Utility Tax.....	\$ 37.74	
Current Water Irrigation Charges.....		\$ 415.13
TOTAL CURRENT CHARGES		\$ 415.13
TOTAL AMOUNT SUBJECT TO PENALTY AFTER 05/01/2018		\$ 408.98

www.lakelandelectric.com

Please make checks payable to Lakeland Electric P.O. Box 32006 Lakeland, FL 33802-2006 834-9535

LB180403_0-275-000004247

Please return this stub along with your payment and note the account number on your check or money order to ensure proper credit to your account.



000138 000004247



TOWNE PARK COMMUNITY DEVELOPMENT DIST
12051 CORPORATE BLVD
ORLANDO FL 32817-1450



2

Please note address changes on the back of the payment stub.

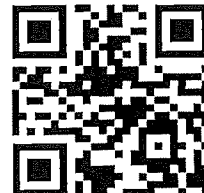
PAYMENT SECTION

Account Number :	3555225
Total Amt Due 05/01/2018	\$ 408.98
Amount Enclosed:	_____

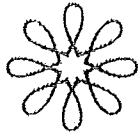
VISIT OUR NEW EXPRESS PAY KIOSKS
Payments will post to your account immediately.

Scan this QR code at our
Express Pay kiosk
to go directly to your account

Please see back of stub for kiosk locations.



0 000000000040898 000000035552256 0 000000000040898 000000035552256



floralawn
Premier Lawn & Pest

P.O. Box 91597
Lakeland, FL 33804

Invoice

Date	Invoice #
4/1/2018	80069

Bill To
Towne Park CDD 3020 S Florida Ave Lakeland, FL 33803

P.O. No.	Terms	Project
	Due on receipt	

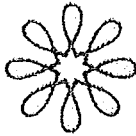
Quantity	Description	Rate	Amount
1	Monthly Lawn maintenance Billing For April 2018	1,805.00	1,805.00

Thank you for your business.

Total \$1,805.00

Balance Due \$1,805.00

Phone #	Fax #	Web Site
863-668-0494	863-668-0495	www.floralawn.com



floralawn
Premier Lawn & Pest

P.O. Box 91597
Lakeland, FL 33804

Invoice

Date	Invoice #
3/26/2018	79886

Bill To
Towne Park CDD 3020 S Florida Ave Lakeland, FL 33803

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	Irrigation Repair above Monthly Maintenance for March 2018 Parts and Labor: -(1) Solenoid Service Completed: 3/19/18	189.30	189.30

Thank you for your business.

Total \$189.30

Balance Due \$189.30

Phone #	Fax #	Web Site
863-668-0494	863-668-0495	www.floralawn.com

Towne Park Community Development District

Date of Meeting: March 21, 2018

Board Members:

	Attendance	Fee
1. Rennie Heath	<u>x</u>	<u>\$200</u>
2. Scott Shapiro	<u>x (p)</u>	<u>\$0</u>
3. Brian Walsh	<u>x</u>	<u>\$200</u>
4. Joel Adams	<u>x</u>	<u>\$200</u>
5. Jeffrey Shenefield	<u>x</u>	<u>\$200</u>
		<u>\$1,000³⁰⁰</u>

Approved For Payment:


Manager

4/5/18
Date

**TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #75 - Revised

4/25/2018

Item No.	Payee	Invoice Number	General Fund
1	Fishkind & Associates, Inc.		
	DM Fee and Reimbursables - 2018.04	22546	\$ 2,494.62
2	Supervisors Fees		
	Brian Walsh	04.12.2018	\$ 200.00
	Joel Adams	04.12.2018	\$ 200.00
	Jeffrey Shenefield	04.12.2018	\$ 200.00
TOTAL			\$ 3,094.62

Chairperson

4/13/2018

Services:	Amount
District Management Fee: April 2018	2,083.33
Website Fee	75.00
UPS	15.81
Conference Calls	8.24
Postage	24.24
Copies	288.00

ayma
4.2018
PA 75

RECEIVED APR 13 2018

UPS No: 1Z1Y9R280396994166	Shipper	Receiver	Freight	11.71	9.37
Pickup Date 03/02/2018	FISHKIND & ASSOCIATES	U.S. BANK, N.A.-CDD	Fuel Surcharge	0.76	0.61
Service Level Commercial Ground	12051 CORPORATE BLVD	EP-MN-01LB			
Weight 1 lb	ORLANDO	1200 ENERGY PARK DRIVE			
Zone 006	FL 32817	SAINT PAUL			
Payer Shipper	AMANDA LANE	MN 55108			
		LOCKBOX SERVICES-12-			
Bill Reference: ClearCay,HMii,Towne,WGV			Total	12.47	9.98
ClearCay,HMii,Towne,WGV 8 1 count			Sub Total	12.47	9.98

2.50

15.81

Invoice No 1803015930
 Invoice Date 03/07/2018
 Account No W203899987/1Y9R28
 Account FISHKIND & ASSOCIATES



Invoice Detail				Billing	List Price	Discount Price
UPS No: 1Z1Y9R280390999672	Shipper	Receiver		Freight	11.71	9.3
Pickup Date 02/23/2018	FISHKIND & ASSOCIATES	U.S. BANK, N.A.-CDD		Fuel Surcharge	0.76	0.6
Service Level Commercial Ground	12051 CORPORATE BLVD	EP-MN-01LB				
Weight 1 lb	ORLANDO	1200 ENERGY PARK DRIVE				
Zone 006	FL 32817	SAINT PAUL				
Payer Shipper		MN 55108				
	AMANDA LANE	LOCKBOX SERVICES-12-				
Bill Reference: HMii, ParkerRd, TownePk				Total	12.47	9.9
	HMii, ParkerRd, TownePk	1 count		Sub Total	12.47	9.9

3.33

UPS No: 1Z1Y9R280398893084	Shipper	Receiver	Freight	11.71	9.37
Pickup Date 02/16/2018	FISHKIND & ASSOCIATES	U.S. BANK, N.A.-CDD	Fuel Surcharge	0.76	0.61
Service Level Commercial Ground	12051 CORPORATE BLVD	EP-MN-01LB			
Weight 1 lb	ORLANDO	1200 ENERGY PARK DRIVE			
Zone 006	FL 32817	SAINT PAUL			
Payer Shipper		MN 55108			
	AMANDA LANE	LOCKBOX SERVICES-12-			
Bill Reference: HMii, Towne			Total	12.47	9.98
	HMii, Towne	1 count	Sub Total	12.47	9.98

4.98

UPS No: 1Z1Y9R280394231546	Shipper	Receiver	Freight	11.71	9.37
Pickup Date 03/09/2018	FISHKIND & ASSOCIATES	U.S. BANK, N.A.-CDD	Fuel Surcharge	0.76	0.61
Service Level Commercial Ground	12051 CORPORATE BLVD	EP-MN-01LB			
Weight 1.1b	ORLANDO	1200 ENERGY PARK DRIVE			
Zone 006	FL 32817	SAINT PAUL			
Payer Shipper	AMANDA LANE	MN 55108			
		LOCKBOX SERVICES-12-			
Bill Reference: HMii, Towne			Total	12.47	9.98
	HMii, Towne 4	1 count	Sub Total	12.47	9.98

4.99

MODERATOR 4516136 - Jane Gaarlandt

LOCATION Orlando, FL

BILLING REF# 1

BILLING REF# 2

BILLING REF# 3

BILLING REF# 4

CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / ANI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL
1977510	Callejón	02/01/2018	18504252311	9:23AM - 10:29AM	GLOBALMEET® AUDIO	TOLL FREE	1	66	0.09/MIN	5.94	1.51	14.11
		02/01/2018	18132049082	9:30AM - 10:29AM	GLOBALMEET® AUDIO	TOLL FREE	1	59	0.09/MIN	5.31	1.35	
1977510	HMII	02/08/2018	4073823256	8:57AM - 9:23AM	GLOBALMEET® AUDIO	TOLL FREE	1	26	0.09/MIN	2.34	0.60	5.31
		02/08/2018	18633243698	9:01AM - 9:22AM	GLOBALMEET® AUDIO	TOLL FREE	1	21	0.09/MIN	1.89	0.48	
1977510	Davenport	02/08/2018	18633243698	9:27AM - 9:46AM	GLOBALMEET® AUDIO	TOLL FREE	1	19	0.09/MIN	1.71	0.43	4.28
		02/08/2018	18636620018	9:27AM - 9:46AM	GLOBALMEET® AUDIO	TOLL FREE	1	19	0.09/MIN	1.71	0.43	
1977510		02/08/2018	18633243698	10:57AM - 11:16AM	GLOBALMEET® AUDIO	TOLL FREE	1	19	0.09/MIN	1.71	0.43	

BILLING REF# 1

BILLING REF# 2

BILLING REF# 3

BILLING REF# 4

CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / ANI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL
	Town Park CDD	02/08/2018	14073752698	10:58AM - 11:17AM	GLOBALMEET® AUDIO	TOLL FREE	1	19	0.09/MIN	1.71	0.43	8.24
		02/08/2018	18132503535	11:02AM - 11:17AM	GLOBALMEET® AUDIO	TOLL FREE	1	15	0.09/MIN	1.35	0.35	
		02/08/2018	4073823256	11:06AM - 11:12AM	GLOBALMEET® AUDIO	TOLL FREE	1	6	0.09/MIN	0.54	0.14	
		02/08/2018	4073823256	11:13AM - 11:27AM	GLOBALMEET® AUDIO	TOLL FREE	1	14	0.09/MIN	1.26	0.32	
1977510	Lakeside Preserve	02/08/2018	4073823256	11:25AM - 11:28AM	GLOBALMEET® AUDIO	TOLL FREE	1	3	0.09/MIN	0.27	0.07	0.34
1977510		02/08/2018	18136248808	11:25AM - 11:46AM	GLOBALMEET® AUDIO	TOLL FREE	1	21	0.09/MIN	1.89	0.48	6.77
		02/08/2018	4073823256	11:26AM - 11:47AM	GLOBALMEET® AUDIO	TOLL FREE	1	21	0.09/MIN	1.89	0.48	
	North Blvd CDD	02/08/2018	14073752698	11:28AM - 11:46AM	GLOBALMEET® AUDIO	TOLL FREE	1	18	0.09/MIN	1.62	0.41	
1977510		02/21/2018	18633243698	10:28AM - 11:04AM	GLOBALMEET® AUDIO	TOLL FREE	1	36	0.09/MIN	3.24	0.82	12.42
		02/21/2018	18636620018	10:30AM - 11:04AM	GLOBALMEET® AUDIO	TOLL FREE	1	34	0.09/MIN	3.06	0.78	
		02/21/2018	18132541763	10:44AM - 11:04AM	GLOBALMEET® AUDIO	TOLL FREE	1	20	0.09/MIN	1.80	0.46	
		02/21/2018	8632871197	10:44AM - 11:04AM	GLOBALMEET® AUDIO	TOLL FREE	1	20	0.09/MIN	1.80	0.46	
1977510	HMII	02/26/2018	14078489712	3:32PM - 3:48PM	GLOBALMEET® AUDIO	TOLL FREE	1	16	0.09/MIN	1.44	0.36	3.60
		02/26/2018	4073823256	3:32PM - 3:48PM	GLOBALMEET® AUDIO	TOLL FREE	1	16	0.09/MIN	1.44	0.36	
		02/28/2018		6:59PM	IMEET PLUS - MONTHLY			1	29.00/EACH	29.00	0.00	29.00

TOTAL PRE-TAX 72.92

TOTAL USF/OTHER 11.15

TOTAL STATE TAX/OTHER

0.00

TOTAL MODERATOR CHARGES

USD\$84.07

Account Summary Report

Date Range: March 1, 2018 to March 31st, 2018

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Serial Number	PbP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

Account Summary

Account	Sub Account	Pieces	Total Charged
Towne Park CDD		29	\$24.240
Grand Total			\$24.240

Copy Count

Account: Townepark

Amount of Copies: 1,920

Total \$: 288.00

Month: March

Towne Park Community Development District

Date of Meeting: April 12, 2018

Board Members:	Attendance	Fee
1. Rennie Heath	<u> </u>	<u>\$0</u>
2. Scott Shapiro	<u> </u>	<u>\$0</u>
3. Brian Walsh	<u> x </u>	<u>\$200</u>
4. Joel Adams	<u> x </u>	<u>\$200</u>
5. Jeffrey Shenefield	<u> x </u>	<u>\$200</u>
	<u> </u>	<u>\$600</u>

Approved For Payment:

Manager

 4/13/18
Date

Cym
4-23-18
001-051-1000-13-01
PA 75

**Towne Park
Community Development District**

Monthly Financials

Towne Park CDD
Statement of Financial Position
As of 3/31/2018

	General Fund	Debt Service Funds	Capital Projects Fund	Long Term Debt Group	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$888.67				\$888.67
Assessments Receivable	53,949.20				53,949.20
Deposits	2,700.00				2,700.00
Debt Service Reserve Bond		\$210,137.50			210,137.50
Revenue Bond		17,309.41			17,309.41
Prepayment Bond		206,690.75			206,690.75
Acquisition/Construction Bond			\$3,422.78		3,422.78
Total Current Assets	<u>\$57,537.87</u>	<u>\$434,137.66</u>	<u>\$3,422.78</u>	<u>\$0.00</u>	<u>\$495,098.31</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$434,137.66	\$434,137.66
Amount To Be Provided				2,420,862.34	2,420,862.34
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,855,000.00</u>	<u>\$2,855,000.00</u>
Total Assets	<u><u>\$57,537.87</u></u>	<u><u>\$434,137.66</u></u>	<u><u>\$3,422.78</u></u>	<u><u>\$2,855,000.00</u></u>	<u><u>\$3,350,098.31</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$2,230.83				\$2,230.83
Deferred Revenue	53,949.20				53,949.20
Total Current Liabilities	<u>\$56,180.03</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$56,180.03</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$2,855,000.00	\$2,855,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,855,000.00</u>	<u>\$2,855,000.00</u>
Total Liabilities	<u><u>\$56,180.03</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,855,000.00</u></u>	<u><u>\$2,911,180.03</u></u>
<u>Net Assets</u>					
					0.00
Current Year Net Assets, Unrestricted	(4,760.00)				(4,760.00)
Net Assets - General Government	\$4,088.57				\$4,088.57
Current Year Net Assets - General Government	2,029.27				2,029.27
Net Assets, Unrestricted		\$257,385.71			257,385.71
Current Year Net Assets, Unrestricted		176,751.95			176,751.95
Net Assets, Unrestricted			\$3,419.68		3,419.68
Current Year Net Assets, Unrestricted			3.10		3.10
Total Net Assets	<u><u>\$1,357.84</u></u>	<u><u>\$434,137.66</u></u>	<u><u>\$3,422.78</u></u>	<u><u>\$0.00</u></u>	<u><u>\$438,918.28</u></u>
Total Liabilities and Net Assets	<u><u>\$57,537.87</u></u>	<u><u>\$434,137.66</u></u>	<u><u>\$3,422.78</u></u>	<u><u>\$2,855,000.00</u></u>	<u><u>\$3,350,098.31</u></u>

Towne Park CDD
Statement of Activities
As of 3/31/2018

	General Fund	Debt Service Funds	Capital Projects Fund	Long Term Debt Group	Total
<u>Revenues</u>					
Off-Roll Assessments	\$56,146.28				\$56,146.28
Inter-Fund Transfers In	(4,760.00)				(4,760.00)
Off-Roll Assessments		\$364,319.99			364,319.99
Inter-Fund Transfers In			\$4,760.00		4,760.00
Total Revenues	<u>\$51,386.28</u>	<u>\$364,319.99</u>	<u>\$4,760.00</u>	<u>\$0.00</u>	<u>\$420,466.27</u>
<u>Expenses</u>					
Supervisor Fees	\$1,400.00				\$1,400.00
D&O Insurance	2,356.00				2,356.00
Trustee Services	2,788.03				2,788.03
Management	12,499.98				12,499.98
Dissemination Agent	4,000.00				4,000.00
District Counsel	1,875.96				1,875.96
Audit	4,000.00				4,000.00
Postage & Shipping	89.89				89.89
Copies	61.20				61.20
Legal Advertising	783.97				783.97
Web Site Maintenance	450.00				450.00
Dues, Licenses, and Fees	175.00				175.00
Water	9,477.21				9,477.21
General Insurance	2,946.00				2,946.00
Landscaping Maintenance & Material	11,215.12				11,215.12
Principal Payments Bond		\$105,000.00			105,000.00
Interest Payments Bond		82,846.88			82,846.88
Engineering			\$4,760.00		4,760.00
Total Expenses	<u>\$54,118.36</u>	<u>\$187,846.88</u>	<u>\$4,760.00</u>	<u>\$0.00</u>	<u>\$246,725.24</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$1.35				\$1.35
Interest Income		\$278.84			278.84
Interest Income			\$3.10		3.10
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$1.35</u>	<u>\$278.84</u>	<u>\$3.10</u>	<u>\$0.00</u>	<u>\$283.29</u>
Change In Net Assets	(\$2,730.73)	\$176,751.95	\$3.10	\$0.00	\$174,024.32
Net Assets At Beginning Of Year	<u>\$4,088.57</u>	<u>\$257,385.71</u>	<u>\$3,419.68</u>	<u>\$0.00</u>	<u>\$264,893.96</u>
Net Assets At End Of Year	<u><u>\$1,357.84</u></u>	<u><u>\$434,137.66</u></u>	<u><u>\$3,422.78</u></u>	<u><u>\$0.00</u></u>	<u><u>\$438,918.28</u></u>

Towne Park CDD
Budget to Actual
For the Month Ending 03/31/2018

	Year To Date			
	Actual	Budget	Variance	FY 2018 Adopted Budget
<u>Revenues</u>				
Off-Roll Assessments	\$56,146.28	\$0.00	\$56,146.28	\$0.00
Developer Contributions	0.00	82,500.00	(82,500.00)	165,000.00
Net Revenues	\$56,146.28	\$82,500.00	\$(26,353.72)	\$165,000.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$1,400.00	\$2,000.00	\$(600.00)	\$4,000.00
D&O Insurance	2,356.00	1,250.00	1,106.00	2,500.00
Trustee Services	2,788.03	2,000.00	788.03	4,000.00
Management	12,499.98	12,500.00	(0.02)	25,000.00
Engineering	0.00	5,000.00	(5,000.00)	10,000.00
Dissemination Agent	4,000.00	0.00	4,000.00	0.00
District Counsel	1,875.96	12,500.00	(10,624.04)	25,000.00
Audit	4,000.00	2,500.00	1,500.00	5,000.00
Travel and Per Diem	0.00	250.00	(250.00)	500.00
Telephone	0.00	100.00	(100.00)	200.00
Postage & Shipping	89.89	75.00	14.89	150.00
Copies	61.20	750.00	(688.80)	1,500.00
Legal Advertising	783.97	2,500.00	(1,716.03)	5,000.00
Bank Fees	0.00	125.00	(125.00)	250.00
Miscellaneous	0.00	4,125.00	(4,125.00)	8,250.00
Web Site Maintenance	450.00	450.00	0.00	900.00
Dues, Licenses, and Fees	175.00	125.00	50.00	250.00
Water	9,477.21	0.00	9,477.21	0.00
Aquatic Contract	0.00	5,000.00	(5,000.00)	10,000.00
General Insurance	2,946.00	1,250.00	1,696.00	2,500.00
Property & Casualty	0.00	2,500.00	(2,500.00)	5,000.00
Clubhouse & Pool Maintenance	0.00	5,000.00	(5,000.00)	10,000.00
Landscaping Maintenance & Material	11,215.12	20,000.00	(8,784.88)	40,000.00
Streetslights	0.00	2,500.00	(2,500.00)	5,000.00
Total General & Administrative Expenses	\$54,118.36	\$82,500.00	\$(28,381.64)	\$ 165,000.00
Total Expenses	\$54,118.36	\$82,500.00	\$(28,381.64)	\$ 165,000.00
Income (Loss) from Operations	\$2,027.92	\$0.00	\$2,027.92	\$ -
<u>Other Income (Expense)</u>				
Interest Income	\$1.35	\$0.00	\$1.35	\$ -
Total Other Income (Expense)	\$1.35	\$0.00	\$1.35	\$ -
Net Income (Loss)	\$2,029.27	\$0.00	\$2,029.27	\$ -