

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, February 8, 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 the Minutes of the August 30, 2017 Board of Supervisors Meeting**
- 2. **Consideration of Resolution 2018-01, Reappointing Secretary**

Business Matters

- 3. **Consideration of Letter of Resignation from Current District Engineer**
- 4. **Consideration of Resolution 2018-02, Appointing Interim District Engineer**
 - **Interim District Engineer Agreement**
- 5. **Consideration of Resolution 2018-03, Setting a Public Hearing on Adoption of Amenity Facility Policies**
 - **Amenity Facility Policies**
 - **Notice of Rule Development**
 - **Notice of Rulemaking**
- 6. **Consideration of RFQ for District Engineering Services under the CCNA**
- 7. **Consideration of RFPs for Phase 2B and Phase 3A for Construction Services**
- 8. **Consideration of Payment Authorization Nos. 63 - 69**
- 9. **Review 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

Wednesday August 30, 2017 at 9:03 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	
Scott Shapiro	Board Member	(via phone)

Also Present:

Joe MacLaren	Fishkind & Associates, Inc.	
Sarah Warren	Hopping Green & Sams, P.A.	(via phone)
Milton Andrade	Highland Homes	

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 July 13, 2017 Board of Supervisors' Meeting

The Board reviewed the minutes of the July 13, 2017 Board of Supervisors' Meeting.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved the Minutes of the July 13, 2017 Board of Supervisors' Meeting.

FORTH ORDER OF BUSINESS

Consideration of Resolution 2017-07, Annual Meeting Schedule for Fiscal Year 2017-2018

Mr. MacLaren explained that the meeting Schedule is proposed to continue as it is currently. The Board meets the 2nd Thursday of each month at 11:00 a.m. at the Offices of Highland Homes.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved Resolution 2017-07, Annual Meeting Schedule for Fiscal Year 2017-2018.

The Board realized that some of the dates posted were listed on Fridays and not Thursdays.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board reconsidered Resolution 2017-07, amending it to read that the December 8, 2017 meeting Date will now read December 7, 2017.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2017-08, Amending Resolution 2017-06 by Changing the Date of the Public Hearing on Adoption of the District's Fiscal Year 2017-2018 Budget

Mr. MacLaren explained that the District needed to adjust the date of the budget hearing and this resolution clarifies that.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved Resolution 2017-08, Amending Resolution 2017-06 by Changing the Date of the Public Hearing on the Adoption of the District's Fiscal Year 2017-2018 Budget.

SIXTH ORDER OF BUSINESS

Public Hearing on the Adoption of the District's Fiscal Year 2017-2018 Budget

- a) Public Comments and Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2017-09, Adopting Fiscal Year 2017-2018 Budget and Appropriating Funds**

Ms. MacLaren explained that the District advertised a public hearing on the adoption of the annual budget. Mr. MacLaren requested a motion to open the public hearing on the budget.

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

Mr. MacLaren called for public comments on the budget, hearing none he provided the District an overview of the budget. This is the same budget as the District saw at the last Board meeting and it calls for expenses of \$165,000.00, and the apportionment of the O&M Assessments are also attached.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved Resolution 2017-09, Adopting Fiscal Year 2017-2018 Budget and Appropriating Funds.

Mr. MacLaren 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.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2017-10, Amending Resolution 2017-05 by Changing the Date of the Public Hearing on O&M Special Assessments

Mr. MacLaren requested a motion approving Resolution 2017-10.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved Resolution 2017-10, Amending Resolution 2017-05 by Changing the Date of the Public Hearing on O&M Special Assessments.

EIGHTH ORDER OF BUSINESS

Public Hearing on the Imposition of Operations and Maintenance Special Assessments

- a) Public Comments and Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2017-11, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2017-2018**

Mr. MacLaren explained that District staff mailed out and published notice of these proposed O&M Assessments. The District did not receive any objections. Mr. MacLaren 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. MacLaren explained that the O&M Assessment Methodology is found on the last page behind Tab 6 of the Agenda Package. The assessments are being proposed to be allocated on an ERU basis. Phase 2 has been allocated an ERU of 1 and the planned lots on Phase 2 that are not platted yet have been allocated an ERU of .5 and each of the undeveloped acres in phase 3 have been allocated an ERU of .2. Mr. Adams asked if they will be collected quarterly. Mr. MacLaren indicated that 50% is due by December 1st, 25% due by February 1st, and the remaining 25% due by May 1st.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved Resolution 2017-11, Imposing Special Assessments and Certifying Special Assessments for Collection.

Mr. MacLaren recommended 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.

NINTH ORDER OF BUSINESS

Consideration of Revised Lawn Contract

Mr. MacLaren explained that a pond needed to be added to the maintenance map.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board ratified the Revised lawn Contract.

TENTH ORDER OF BUSINESS

Consideration of Financial Advisory Agreement with Fishkind & Associates, Inc.

Mr. MacLaren explained that the SCC has new regulations that go into effect in September for Financial Advisors. The Financial Advisory Agreement has been proposed by Fishkind's outside Legal Counsel so that Fishkind can be compliant with the new regulations and it outlines compensation of \$1,000.00 per year, however, Fishkind is intending to reduce the District Management Fee by \$1,000.00 so there will be no net increase in cost to the District.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved the Financial Advisory Agreement with Fishkind & Associates, Inc.

ELEVENTH ORDER OF BUSINESS

**Consideration of Payment
Authorization Nos. 59& 62**

Mr. MacLaren requested Board approval of Payment Authorization Nos. 59-62.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved and ratified Payment Authorization Nos. 59 & 62.

TWELFTH ORDER OF BUSINESS

Review of Monthly Financials

Through the end of July, the District had incurred approximately \$43,000.00 in O&M expenses vs. a budget of \$175,000.00. The District is under budget. At the end of July, the District had \$218,00 in the Construction Fund, which has since been depleted. There was no action required by the Board.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Engineer – Not Present

District Manager – No Report

FOUTEENTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

Mr. Adams said that the first homeowners will be in the community in a few weeks. The District will eventually own and operate the Clubhouse. The Developers will need to deed all the tracts over to the District. Mr. MacLaren asked when it will be open and Mr. Adams said it should be open by February 1, 2018. Mr. MacLaren asked how access to the Clubhouse will be done and Mr. Adams said that they could sub to HCM and he

would reclude himself as a partner and they might do it pro bono so there is no conflict of interest. Mr. Adams said that a keycode access will be used. Mr. MacLaren asked Ms. Warren to put Policies and Procedures on her to do list for the Clubhouse. The Board and District staff discussed if the residents would be able to rent the Clubhouse.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There were no other questions or comments. Mr. MacLaren requested a motion to adjourn.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board Adjourned the August 30, 2017 Board of Supervisor's Meeting for the Towne Park Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**Towne Park
Community Development District**

Resolution 2018-01

RESOLUTION 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS AND COMMUNITY LIAISONS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Towne Park Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Lakeland, Polk County, Florida; and

WHEREAS, the Board of Supervisors desires to appointment Jane Gaarlandt of Fishkind & Associates, Inc., as Secretary of the District thereby replacing Joe MacLaren.

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

Section 1. Jane Gaarlandt is appointed Secretary.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 8th day of February, 2018.

**TOWNE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Chairperson, Board of Supervisors

ATTEST:

Assistant Secretary

**Towne Park
Community Development District**

**Letter of Resignation
District Engineer**

Jane Gaarlandt

From: Todd Amaden <tca@lesc.com>
Sent: Tuesday, January 16, 2018 2:14 PM
To: Jane Gaarlandt; Joe MacLaren
Cc: Roy Van Wyk; sarahw@hgslaw.com
Subject: Towne Park CDD

Importance: High

Jane – please accept this email as my formal resignation as the District Engineer for the Towne Park CDD. If I can help the staff and Board members during this transition please let me know.

Thanks,
TA

Todd C. Amaden, P.E.
Vice President



8515 Palm River Road • Tampa, Florida 33619
813-621-7841 x 116 • 813-621-6761 (fax)
tca@lesc.com • www.lesc.com

**Towne Park
Community Development District**

Resolution 2018-02

RESOLUTION 2018-02

A RESOLUTION APPOINTING AN INTERIM DISTRICT ENGINEER FOR THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING ITS COMPENSATION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Towne Park Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, and is located entirely within the City of Lakeland, Florida; and

WHEREAS, the District’s Board of Supervisors (“**Board**”) may contract for the services of consultants to perform planning, engineering, legal or other appropriate services of a professional nature; and

WHEREAS, the Board desires to appoint an “**Interim District Engineer**” and to provide compensation for their services, until a formal request for qualifications for engineering services can be conducted.

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

1. The firm of _____ is hereby appointed as Interim District Engineer.
2. The Interim District Engineer shall be compensated for their services in such capacity in the manner prescribed in the engagement letter, attached hereto as **Exhibit “A”**.
3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS __TH DAY OF FEBRUARY, 2018.

Chairperson, Board of Supervisors

Secretary/Assistant Secretary

Exhibit "A"

© 2014 by [redacted]

© 2014 by [redacted]

**AGREEMENT BETWEEN THE TOWNE PARK COMMUNITY DEVELOPMENT
DISTRICT AND HAMILTON ENGINEERING & SURVEYING, INC., FOR INTERIM
PROFESSIONAL ENGINEERING SERVICES**

THIS AGREEMENT made and entered into this 8th day of February, 2018, by and between:

Towne Park Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in the City of Lakeland, Polk County, Florida ("District"); and

Hamilton Engineering & Surveying, Inc., a Florida profit corporation, with a mailing address of 3409 W. Lemon Street, Tampa, Florida 33609 ("Engineer").

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

WHEREAS, the District is authorized to plan, finance, construct, install, acquire and/or maintain improvements, facilities and services in conjunction with the development of the lands within the District; and

WHEREAS, the District intends to employ Engineer on an interim basis to perform engineering, surveying, planning, landscaping, construction administration, environmental management and permitting, financial and economic studies, as defined by a separate work authorization; and

WHEREAS, the Engineer shall serve as District's professional representative in each service or project to which this Agreement applies and will give consultation and advice to the District during performance of his services.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, the acts and deeds to be performed by the parties and the payments by the District to the Engineer of the sums of money herein specified, it is mutually covenanted and agreed as follows:

Article 1. Scope of Services

A. The Engineer will provide general engineering services, including:

1. Preparation of any necessary reports and attendance at meetings of the District's Board of Supervisors.
2. Assistance in meeting with necessary parties involving bond issues, special reports, feasibility studies, or other tasks.
3. Any other items requested by the Board of Supervisors.

Article 2. Method of Authorization. Each service or project shall be authorized in writing by the District. The written authorization shall be incorporated in a Work Authorization which shall include the scope of work, compensation, project schedule, and special provisions or conditions specific to the service or project being authorized. Authorization of services or projects under the contract shall be at the sole option of the District.

Article 3. Compensation. It is understood and agreed that the services rendered by Engineer under this contract shall not exceed \$25,000. It is further understood and agreed that the payment of compensation for services under this contract shall be stipulated in each Work Authorization. One of the following methods will be utilized:

- A. Lump Sum Amount - The District and Engineer shall mutually agree to a lump sum amount for the services to be rendered payable monthly in direct proportion to the work accomplished.
- B. Hourly Personnel Rates - For services or projects where scope of services is not clearly defined, or recurring services or other projects where the District desires the use of the hourly compensation rates outlined in **Schedule "A."**

Article 4. Reimbursable Expenses. Reimbursable expenses consist of actual expenditures made by Engineer, its employees, or its consultants in the interest of the project for the incidental expenses as listed as follows:

- A. Expenses of transportation and living when traveling in connection with a project, for long distance phone calls and telegrams, and fees paid for securing approval of authorities having jurisdiction over the project. All expenditures shall be made in accordance with Chapter 112, *Florida Statutes*, and with the District's travel policy.
- B. Expense of reproduction, postage and handling of drawings and specifications.

Article 5. Term of Contract. It is understood and agreed that this contract is for interim engineering services. It is further understood and agreed that the term of this contract will be from the time of execution of this contract by the parties until such time as the District notifies Engineer that it has entered into a subsequent agreement for engineering services.

Article 6. Special Consultants. When authorized in writing by the District, additional special consulting services may be utilized by Engineer and paid for on a cost basis.

Article 7. Books and Records. Engineer shall maintain comprehensive books and records relating to any services performed under this Agreement, which shall be retained by Engineer for a period of at least four (4) years from and after completion of any services hereunder. The District, or its authorized representative, shall have the right to audit such books and records at all reasonable times upon prior notice to Engineer.

Article 8. Ownership of Documents.

A. All rights in and title to all plans, drawings, specifications, ideas, concepts, designs, sketches, models, programs, software, creation, inventions, reports, or other tangible work product originally developed by Engineer pursuant to this Agreement (the "Work Product") shall be and remain the sole and exclusive property of the District when developed and shall be considered work for hire.

B. The Engineer shall deliver all Work Product to the District upon completion thereof unless it is necessary for Engineer in the District's sole discretion, to retain possession for a longer period of time. Upon early termination of Engineer's services hereunder, Engineer shall deliver all such Work Product whether complete or not. The District shall have all rights to use any and all Work Product. Engineer shall retain copies of the Work Product for its permanent records, provided the Work Product is not used without the District's prior express written consent. Engineer agrees not to recreate any Work Product contemplated by this Agreement, or portions thereof, which if constructed or otherwise materialized, would be reasonably identifiable with the Project. If said work product is used by the District for any purpose other than that purpose which is intended by this Agreement, the District shall indemnify Engineer from any and all claims and liabilities which may result from such re-use, in the event Engineer does not consent to such use.

C. The District exclusively retains all manufacturing rights to all materials or designs developed under this Agreement. To the extent the services performed under this Agreement produce or include copyrightable or patentable materials or designs, such materials or designs are work made for hire for the District as the author, creator, or inventor thereof upon creation, and the District shall have all rights therein including, without limitation, the right of reproduction, with respect to such work. Engineer hereby assigns to the District any and all rights Engineer may have including, without limitation, the copyright, with respect to such work. The Engineer acknowledges that the District is the motivating factor for, and for the purpose of copyright or patent, has the right to direct and supervise the preparation of such copyrightable or patentable materials or designs.

Article 9. Accounting Records. Records of Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times.

Article 10. Reuse of Documents. All documents including drawings and specifications furnished by Engineer pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by District or others on extensions of the work for which they were provided or on any other project. Any reuse without specific written consent by Engineer will be at the District's sole risk and without liability or legal exposure to Engineer.

Article 11. Estimate of Cost. Since Engineer has no control over the cost of labor, materials or equipment or over a contractor's(s') methods of determining prices, or over competitive bidding or market conditions, his opinions of probable cost provided as a service hereunder are to be made on the basis of his experience and qualifications and represent his best judgment as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable cost prepared by him. If the District wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at its own expense. Services to modify approved documents to bring the construction cost within any limitation established by the District will be considered additional services and justify additional fees.

Article 12. Insurance. Engineer shall, at its own expense, maintain insurance during the performance of its services under this Agreement, with limits of liability not less than the following:

Workers Compensation	Statutory
General Liability	
Bodily Injury (including Contractual)	\$500,000/\$1,000,000
Property Damage (including Contractual)	\$500,000/\$1,000,000
Automobile Liability	
Bodily Injury	\$500,000/\$1,000,000
Property Damage	\$100,000
Professional Liability for Errors and Omissions	\$1,000,000

Engineer shall provide District with a certificate evidencing compliance with the above terms and naming the District and its supervisors, employees, agents and staff as additional insureds. Engineer shall provide the District with thirty (30) days notice of cancellation. At no time shall Engineer be without insurance in the above amounts.

Article 13. Contingent Fee. The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

Article 14. Audit. The Engineer agrees that the District or any of its duly authorized representatives shall, until the expiration of three years after expenditure of funds under this Agreement, have access to and the right to examine any books, documents, papers, and records

of the Engineer involving transactions related to the Agreement. The Engineer agrees that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three years after completion of all work under the Agreement.

Article 15. Indemnification. The Engineer agrees, to the fullest extent permitted by law, to indemnify, defend, and hold the District harmless of and from any and all liabilities, claims, causes of action, demands, suits, or losses arising from the negligent acts, errors or omissions of the Engineer, Engineer's agents or employees, in the performance of professional services under this Agreement. Engineer agrees and covenants that nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity pursuant to Section 768.28, *Florida Statutes*.

The District agrees, to the extent permitted by Section 768.28, *Florida Statutes*, and other applicable law, to indemnify and hold the Engineer harmless from any damage, liability or cost to the extent caused by the District's own negligent acts, errors or omissions and those of the District's agents or employees arising from the obligations and duties of the District under this Agreement.

Article 16. Public Records. The Engineer shall allow access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, *Florida Statutes*, and made or received by the owner in conjunction with this Agreement.

Article 17. Employment Verification. The Engineer agrees that it shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons it employs in the performance of this Agreement.

Article 18. Controlling Law. Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida.

Article 19. Assignment. Neither the District nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the express written consent of the other. Nothing in this paragraph shall prevent the Engineer from employing such independent professional associates and consultants as Engineer deems appropriate, pursuant to Article 6 herein.

Article 20. Termination. The District and the Engineer may terminate this Agreement without cause upon notice. At such time as Engineer receives notification by the District to terminate the contract, Engineer shall not perform any further services unless directed to do so by the Board of Supervisors. In the event of any termination, Engineer will be paid for services rendered to the date of termination and all reimbursable expenses incurred to the date of termination.

Article 21. Recovery of Costs and Fees. In the event either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover from the other party all costs incurred, including reasonable attorneys' fees.

Article 22. Acceptance. Acceptance of this Agreement is indicated by the signature of the authorized representative of the District and the Engineer in the spaces provided below.

IN WITNESS WHEREOF, the parties hereto have caused these present to be executed the day and year first above written.

**TOWNE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

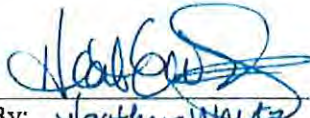


Chairman, Board of Supervisors

**HAMILTON ENGINEERING & SURVEYING,
INC.**



Witness



By: Heather Nantz
Its: sr. VP

SCHEDULE "A"

HAMILTON ENGINEERING & SURVEYING, INC.

RATE 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

_____, 2018

Towne Park Community Development District
Polk County, Florida

Subject: **Work Authorization Number 1**
 Towne Park Community Development District

Dear Chairman, Board of Supervisors:

Hamilton Engineering & Surveying, Inc., is pleased to submit this work authorization to provide interim engineering services for the Towne Park Community Development District. We will provide these services pursuant to our current agreement dated February 8, 2018 ("Engineering Agreement") as follows:

I. Scope of Work

Towne Park Community Development District will engage the services of Hamilton Engineering & Surveying, Inc., as Interim Engineer to perform those services as necessary for the preparation of a District Improvement Plan and attendance at meetings and bond validation proceedings regarding the District's issuance of bonds.

II. Fees

Towne Park Community Development District will compensate Hamilton Engineering & Surveying, Inc., pursuant to the hourly rate schedule contained in the Engineering Agreement. The District will reimburse Hamilton Engineering & Surveying, Inc., all direct costs which include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the Agreement.

This proposal, together with the Engineering Agreement, represents the entire understanding between the Towne Park Community Development District and Hamilton Engineering & Surveying, Inc. with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.


Thank you for considering Hamilton Engineering & Surveying, Inc. We look forward to helping you create a quality project.

APPROVED AND ACCEPTED

By: 

Authorized Representative of
Towne Park
Community Development District

Sincerely,



Heather E. Wertz, P.E.

Date: 1-18-18

**Towne Park
Community Development District**

Resolution 2018-03

RESOLUTION 2018-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING POLICIES AND RATES REGARDING DISTRICT AMENITY FACILITIES.

WHEREAS, the Towne Park Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Lakeland, Polk County, Florida; and

WHEREAS, the Board of Supervisors of the District (hereinafter the "Board") is authorized by Sections 190.011(5) and 190.035, *Florida Statutes*, to adopt rules, orders, rates, fees and charges pursuant to Chapter 120, *Florida Statutes*.

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

Section 1. The District's Board of Supervisors intends to adopt a fee schedule establishing non-resident user fees and other fees related to use of the District's amenity and recreational facilities, a proposed copy of which is attached hereto as **Exhibit A**. In addition, the Board intends to adopt policies regarding suspension and termination of use of such facilities, a proposed copy of which is attached hereto as **Exhibit B**. The District will hold a public hearing on such fees and policies at a meeting of the Board to be held on _____, at _____, at the Offices of Highland Homes, 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803.

Section 2. At said public hearing, the Board will also consider rates, fees and charges of the District and suspension of use of such facilities as more particularly set forth in attached **Exhibit A**.

Section 3. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 8th DAY OF FEBRUARY, 2018.

ATTEST:

**TOWNE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT A: Amenity Facilities Policies and Rates

**TOWNE PARK
COMMUNITY DEVELOPMENT
DISTRICT**

AMENITY POLICIES & RATES

ADOPTED _____, 2018

DEFINITIONS

“Amenities” or “Amenity Facilities” – shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the Clubhouse, fitness center, swimming pool, and basketball courts, together with their appurtenant facilities and areas.

“Amenity Policies” or “Policies” – shall mean these Amenity Policies and Rates of the Towne Park Community Development District, as amended from time to time. The Board of Supervisors reserves the right to amend or modify these Policies when and as necessary and will notify Patrons of any changes by posting the revised Policies on the District’s website. The Board of Supervisors and District Staff shall have full authority to enforce the Amenity Policies.

“Amenity Manager” – shall mean the District Manager or that person or firm so designated by the District’s Board of Supervisors, including their employees.

“Annual User Fee” – shall mean the fee established by the District for any person that is not a Resident and wishes to become a Non-Resident Patron. The amount of the Annual User Fee is set forth herein, and that amount is subject to change based on Board action.

“Board of Supervisors” or “Board” – shall mean the Towne Park Community Development District’s Board of Supervisors.

“Clubhouse” – shall mean the amenity building commonly referred to as the Ayersworth Glen Clubhouse, located at [INSERT ADDRESS].

“District” – shall mean the Towne Park Community Development District.

“District Staff” – shall mean the professional management company with which the District has contracted to provide management services to the District, the Amenity Manager, and District Counsel.

“Household” – shall mean those individuals residing within the immediate household of a Patron. This can consist of individuals who have not yet attained the age of eighteen or individuals over the age of eighteen (18) actually residing in the household. This does not include visiting relatives, or extended family not residing in the home. Proof of residency for individuals over the age of eighteen (18) years is required by driver’s license or state or federal issued form of identification. A signed affidavit of residency shall be required for individuals under the age of eighteen (18) years.

“Guest” – shall mean any person or persons, other than a Patron, who are expressly authorized by the District to use the Amenities, or invited for a specific visit by a Patron over the age of eighteen (18) years to use the Amenities.

“Access Card” – shall mean an electronic Access Card issued by the District Manager to each Patron (as defined herein) to access the Amenity Facilities.

“Non-Resident” – shall mean any person who does not own property within the District.

“Non-Resident Patron” – shall mean any person or Household not owning property in the District who is paying the Annual User Fee to the District for use of all Amenity Facilities.

“Patron” or “Patrons” – shall mean Residents, Guests, Non-Resident Patrons, and Renters who are eighteen (18) years of age and older.

“Renter” – shall mean an individual maintaining his or her residence in a home located within the District pursuant to a valid rental or lease agreement. Proof of valid rental or lease agreement shall be required.

“Resident” – shall mean any person or Household owning property within the District.

AMENITIES ACCESS AND USAGE

Only Patrons and Guests have the right to use the Amenities; provided, however, that certain community programming events may be available to the general public where permitted by the District, and subject to payment of any applicable fees and satisfaction of any other applicable requirements, including adherence to these Amenity Policies. All persons using the Amenities do so at their own risk and agree to abide by the Amenity Policies. The District shall assume no responsibility and shall not be liable in any accidents, personal injury or death, or damage to, or loss of property arising from the use of the Amenities or from the acts, omissions, or negligence of other persons using the Amenities.

Resident Access and Usage. Residents must pay Operations & Maintenance Assessments applicable to property owners within the District in accordance with the District’s annual assessment resolution. Payment of Operations & Maintenance Assessments covers the Annual User Fee for such Resident and entitles the Resident to use of the Amenities for the corresponding fiscal year of the District, which year begins October 1 and ends September 30. Residents must complete the Amenity Access Registration Form prior to access or use of the Amenities.

Non-Resident Access and Usage. A Non-Resident Patron must pay the Annual User Fee applicable to Non-Residents in order to have the right to use the Amenities for one full year, which year begins from the date of receipt of payment by the District. This fee must be paid in full before the Non-Resident may use the Amenities. Each subsequent Annual User Fee shall be paid in full on the anniversary date of application. Annual User Fees may be renewed no more than thirty (30) days in advance of the date of expiration and for no more than one calendar year. Multi-year memberships are not available. The Annual User Fee is nonrefundable and nontransferable. Non-Resident Patrons must complete the Amenity Facilities Access Registration Form prior to access or use of the Amenities.

Guest Access and Usage. Each Patron Household and Non-Resident Patron Household is entitled to bring four (4) persons as Guests to the Amenities at one time (unless Patron Household or Non-Resident Patron Household has reserved the Clubhouse). District Staff shall be authorized to verify and enforce the authorized number of Guests. A Patron over the age of eighteen (18) years must accompany Guests at all times during Guests use of the Amenities and are responsible for any and all actions taken by such Guests. Violation of these Amenity Policies by a Guest may result in suspension or termination of the Patron’s access and usage privileges. Exceeding the authorized number of Guests specified above shall be grounds for suspension or termination of a Patron Household or Non-Resident Patron Household’s access and usage privileges.

Renter’s Privileges. Residents who rent or lease residential unit(s) in the District shall have the right to designate the Renter of the residential unit(s) as the beneficial users of the Resident’s privileges to use the Amenities upon written documentation. Residents may retain their Amenities rights in lieu of granting them to their Renters. Residents may not retain their rights to use the Amenities and grant them to Renters at the same time for the same residential property.

1. A Renter who is designated by a Resident as the beneficial user of the Resident’s rights to use

the Amenities shall be entitled to the same rights and privileges to use the Amenities as the Resident. A Renter will be required to provide proof of residency (i.e. a copy of the lease agreement) and pay any applicable fee before he or she receives an Access Card. Such Renter shall receive an Access Card which shall expire at the end of the lease term and may be reactivated upon provision of proof of residency.

2. During the period when a Renter is designated as the beneficial user, the Resident shall not be entitled to use the Amenities.
3. Residents shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Resident owners are responsible for the department of their respective Renter.
4. Renters shall be subject to all Amenity Policies as the Board may adopt from time to time.

Access Cards. Each Patron will be issued an Access Card by District Staff upon completion of the Amenity Access Registration Form. All Patrons must have a digital photo taken by District Staff which shall appear on the Patron's assigned Access Card. Access Cards will allow Patrons entry to the Amenities during regular operating hours of the Amenities.

Patron Household members that are sixteen (16) years or older shall receive an Access Card allowing access to the Amenities. Patron Household members that are under sixteen (16) years of age shall be issued Access Cards for identification purposes which shall be carried at all times during use of the Amenities. Minors under sixteen (16) years of age must be accompanied by an adult eighteen (18) years and older at all times. Each Patron Household will be authorized initial Access Cards for up to six (6) Household members free of charge after which a fee shall be charged for each additional Access Card in accordance with the Amenity Rates then in effect.

Patrons must scan their Access Cards in the card reader to gain access to the Amenities. This Access Card system provides a security and safety measure for Patrons and protects the Amenities from non-Patron entry. Under no circumstances, shall a Patron provide their Access Card to another person, whether Patron or non-Patron, to allow access to the Amenities.

Access Cards are the property of the District and are non-transferable except in accordance with the District's Amenity Policies. All lost or stolen cards must be reported immediately to District Staff. Fees shall apply to replace any lost or stolen cards.

SMOKING, DRUGS, AND ALCOHOL

Smoking, including vapor and electric devices, is not permitted in any building, or enclosed or fenced area to the maximum extent of the prohibitions set forth in the Florida Clean Indoor Air Act or other subsequent legislation. Additionally, to the extent not prohibited by law, smoking is discouraged in all other areas of the Amenities and on District owned property. All waste must be disposed of in the appropriate receptacles. No employee or contractor of the District shall smoke in any building, or enclosed or fenced area of the Amenities. Any violation of this policy shall be reported to District Staff.

Possession, use, and/or consumption of illegal drugs or alcoholic beverages is prohibited at the Amenities and on all other District owned property. Any person that appears to be under the influence of drugs or alcohol will be asked to leave the Amenities. Violation of this policy may result in suspension or termination of Amenity access and usage privileges and illegal drug use may be punished to the maximum extent allowed by law.

SERVICE ANIMAL POLICY

Dogs or other pets (with the exception of "Service Animal(s)" trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability) are not permitted within any District-owned public accommodations including, but not limited to, amenity buildings (offices, social halls and fitness center), pools, tennis courts, basketball courts, playgrounds, parking lots, open spaces and other appurtenances or related improvements. A Service Animal must be kept under the control of its handler by leash or harness, unless doing so interferes with the Service Animal's work or tasks or the individual's disability prevents doing so. The District may remove the Service Animal under the following conditions:

- If the Service Animal is out of control and the handler does not take effective measures to control it;
- If the Service Animal is not housebroken; or,
- If the Service Animal's behavior poses a direct threat to the health and safety of others.

The District is prohibited from asking about the nature or extent of an individual's disability in order to determine whether an animal is a Service Animal or pet. However, the District may ask whether an animal is a Service Animal required because of a disability and what work or tasks the animal has been trained to perform.

GENERAL AMENITY POLICIES

Hours of Operation. All hours of operation of the Amenities will be established and published by the District on its website. The District may restrict access or close some or all of the Amenities due to inclement weather, for purposes of providing a community activity, for making improvements, for conducting maintenance, or for other purposes. Any programs or activities of the District may have priority over other users of the Amenities.

Unless otherwise posted on the website, all outdoor Amenities are open only from dawn until dusk. The specific, current hours of operation for several of the Amenities, which may be amended from time to time and which may be subject to closure for holidays and other special circumstances, are as published on the District's website. No Patron or Guest is allowed in the service areas of the Amenities.

General Usage Guidelines. Except as otherwise stated herein, the following guidelines govern the use of the Amenities generally. Specific policies for each Amenity are outlined in the respective section for each herein.

- (1) ***Registration and Access Cards.*** Each Patron must scan in an Access Card in order to access the Amenities and must have his or her assigned Access Card available for inspection. Access Cards are only to be used by the Patron to whom they are issued. Patrons must have at all times in their possession their personalized Access Card to enter and use the Amenities, and must present their Access Cards upon request by District Staff.
- (2) ***Attire.*** With the exception of the pool and wet areas where bathing suits are permitted, Patrons and Guests must be properly attired with shirts and shoes to use the Amenities. Bathing suits and wet feet are not allowed indoors with the exception of the bath rooms.
- (3) ***Food and Drink.*** Food and drink will be limited to designated areas only. No glass containers of any type are permitted at any of the Amenities. All persons using any of the Amenities must keep the area clean by properly disposing of trash or debris.
- (4) ***Parking and Vehicles.*** Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, or in any way which blocks the normal flow of traffic. During special events, alternative parking arrangements may be authorized but only as directed by District staff. Off-road bikes/vehicles (including ATV's), and motorized scooters are prohibited on all property owned,

maintained, and operated by the District or at any of the Amenities within District unless they are owned by the District.

(5) **Fireworks.** Fireworks of any kind are not permitted anywhere on District owned property or adjacent areas.

(6) **Skateboards, Etc.** Bicycles, skateboards, or rollerblades are not permitted on Amenity property which includes, but is not limited to, the amenity parking lot, Clubhouse, pool area, athletic fields, basketball courts, playground area, and sidewalks surrounding these areas.

(7) **Grills.** Personal barbeque grills are not permitted at the Amenities or on any other District owned property.

(8) **Firearms.** Firearms are not permitted in the Amenities unless the Patron is authorized to possess and carry a firearm under Florida law. Among other prohibitions, no firearms may be carried to any meeting of the District's Board of Supervisors.

(9) **Equipment.** All District equipment, furniture, and other tangible property must be returned in good condition after use. Patrons and Guests are encouraged to notify District Staff if such items are in need of repair, maintenance, or cleaning.

(10) **Littering.** Patrons and Guests are responsible for cleaning up after themselves and helping to keep the Amenities clean at all times.

(11) **Bounce Houses and Other Structures.** The installation and use of bounce houses and similar apparatus is prohibited on District property. No exceptions will be made.

(12) **Cellular Phones.** To prevent disturbance to others, use of cellular telephones should be limited while using the Amenities and Patrons and Guests are asked to keep their ringers turned off or on vibrate while using the Amenities.

(13) **Excessive Noise.** Excessive noise that will disturb other Patrons and Guests is not permitted.

(14) **Lost or Stolen Property.** The District is not responsible for lost or stolen items. The Amenity Manager is not permitted to hold valuables or bags for Patrons or Guests. All found items should be turned in to the Amenity Manager for storage in the lost and found. Items will be stored in the lost and found for two weeks after which District Staff shall dispose of such items in such manner as determined in its sole discretion; provided, however, that District Staff shall not be permitted to keep such items personally or to give such items to a Patron not otherwise claiming ownership.

(15) **Trespassing / Loitering.** There is no trespassing or loitering allowed at the Amenities. Any individual violating this policy may be reported to the local authorities.

(16) **Compliance with Laws.** All Patrons and Guests shall abide by and comply with any and all federal, state and local laws and ordinances, as well as any District rules and policies, while present at or utilizing the Amenities, and shall ensure that any minor for whom they are responsible also complies with the same.

(17) **Courtesy.** Patrons and their Guests shall treat all staff members and other Patrons and Guests with courtesy and respect. Disrespectful or abusive treatment of District staff or contractors may result in suspension or termination of Amenity access and usage privileges.

(18) **Emergencies.** In the event of an injury, property damage, or other emergency, please contact District Staff immediately in accordance with the terms of this policy contained herein.

(19) **False Alarms.** Any Patron improperly attempting to enter the Amenity Facilities outside of regular operating hours or without the use of a valid Access Card and who thereby causes the security alarm to sound will be responsible for the full amount of any fee charged to the District in connection with such security alarm.

SWIMMING POOL POLICIES

(1) **Operating Hours.** Swimming is permitted only during designated hours, as posted at the pool. Swimming after dusk is prohibited by the Florida Department of Health.

(2) **Swim at Your Own Risk.** No Lifeguards will be on duty. All persons using the pool do so at their own risk and must abide by all swimming pool rules and policies.

(3) **Supervision of Minors.** Minors under the age of sixteen (16) years must be accompanied by, and supervised by, an adult at least eighteen (18) years of age at all times for usage of the pool. All children five (5) years of age or younger, as well as all children who are unable to swim by themselves, must be supervised by a responsible individual eighteen (18) years of age or older within arm's length at all times when on the pool deck or in the pool. All children, regardless of age, using inflatable armbands (i.e., water wings) or any approved Coast Guard flotation device **MUST** be supervised one-on-one by an adult who is in the water and within arm's length of the child.

(4) **Aquatic Toys and Recreational Equipment.** No flotation devices are allowed in the pool except for water wings and swim rings used by small children, under the direct supervision of an adult as specified in Section (3) immediately above. Inflatable rafts, balls, pool floats and other toys and equipment are prohibited.

(5) **Prevention of Disease.** All swimmers must shower before initially entering the pool. Persons with open cuts, wounds, sores or blisters, nasal or ear discharge may not use the pool. No person should use the pool with or suspected of having a communicable disease which could be transmitted through the use of the pool.

(6) **Attire.** Appropriate swimming attire (swimsuits) must be worn at all times. No thongs or Brazilian bikinis are allowed. Wearing prohibited attire will result in immediate expulsion from the pool area.

(7) **Horseplay** No jumping, pushing, running, wrestling, excessive splashing, sitting or standing on shoulders, spitting water, or other horseplay is allowed in the pool or on the pool deck area.

(8) **Diving.** Diving is strictly prohibited at the pool. Back dives, back flips, back jumps or other dangerous actions are prohibited.

(9) **Weather.** The pool and pool area will be closed during electrical storms or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder or sighting of lightning and will remain closed for thirty (30) minutes after the last sighting. Everyone must leave the pool deck immediately upon hearing thunder or sighting lightning, or when instructed to do so by District Staff.

(10) **Pool Furniture; Reservation of Tables or Chairs.** Tables and chairs may not be removed from the pool deck. Tables or chairs on the deck area may not be reserved by placing towels or personal belongings on them.

(11) **Entrances.** Pool entrances must be kept clear at all times.

(12) **Pollution.** No one shall pollute the pool. Anyone who does pollute the pool is liable for any costs incurred in treating and reopening the pool.

(13) **Swim Diapers.** Children under the age of three (3) years, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste contaminating the swimming pool and deck area. If contamination occurs, the pool will be shocked and closed for a period of twelve (12) hours. Persons not abiding by this policy shall be responsible for any costs incurred in treating and reopening the pool.

(14) **Staff Only.** Only authorized staff members and contractors are allowed in the service and chemical storage areas. Only authorized staff members and contractors may operate pool equipment or use pool chemicals.

(15) **Pool Closure.** In addition to Polk County and the State of Florida Health Code Standards, and as noted above, the pool will be closed for the following reasons:

- During severe weather conditions (heavy rain, lightning, and thunder) and warnings, especially when visibility to the pool bottom is compromised (deck also closed).
- For thirty (30) minutes following the last occurrence of thunder or lightning (deck also closed).
- Operational and mechanical treatments or difficulties affecting pool water quality.
- For a period of time following any mishap that results in feces or vomit in the pool water.
- Any other reason deemed to be in the best interests of the District as determined by District staff.

(16) **Containers.** Glass containers are not permitted in the pool area.

(17) **No Private Rentals.** The pool area is not available for rental for private events. All pool rules and limitations on authorized numbers of Guests remain in full affect during the rental of other Amenity areas.

(18) **Programming.** District Staff reserves the right to authorize all programs and activities, including with regard to the number of guest participants, equipment, supplies, usage, etc., conducted at the pool, including swim lessons, aquatic/recreational programs and pool parties. Any organized activities taking place at the Amenity Center must first be approved by the District.

FITNESS CENTER POLICIES

(1) **Exercise at Your Own Risk.** The fitness center is not supervised during operating hours. All Patrons and Guests are encouraged to consult their physician before beginning an exercise program and consult fitness staff for questions about equipment use. All Patrons and Guests shall consult District Staff for any questions or concerns about the equipment.

(2) **Usage Restrictions.** Patrons and Guests ages sixteen (16) years and older may use the fitness center, but they must have an Access Card and signed waiver on file. No children under the age of sixteen (16) years are allowed in the fitness center at any time.

(3) **Attire.** Appropriate attire including shorts, shirts, and closed toed athletic footwear must be worn at all times in the fitness center.

(4) **Food and Drink.** No food or chewing gum is permitted in the fitness center. Water or other sport drinks must be contained in non-breakable spill-proof containers.

(5) **Noise.** Personal music devices are permitted if used with headphones and played at a volume that does not disturb others. Cell phones should be silenced and not used while in the fitness center.

(6) **Equipment.** Weights or other fitness equipment may not be removed from the fitness center. Please replace weights to their proper location after use. Free weights are not to be dropped and should be placed only on the floor or on equipment made specifically for storage of the weights. Individuals are responsible for wiping down fitness equipment after use.

(7) **Personal Training.** Except as expressly authorized by the District, the provision of personal training services for fees, or solicitation of personal training services for fees, is prohibited.

- (8) **Hand Chalk.** Hand chalk is not permitted.
- (9) **Personal Items.** No bags, gear, or clothing are permitted on the floor of the fitness center or on the fitness equipment.
- (10) **Courtesy.** If a Patron/Guest is waiting, cardiovascular equipment utilization is limited to thirty (30) minutes. If a Patron or Guest is waiting for the weight equipment, individuals should allow others to “work in” between sets. All equipment must be wiped down after use with the wipes and/or spray provided.
- (11) **Maintenance.** All concerns, equipment malfunctions, and maintenance needs should be reported to District Staff immediately.
- (12) **Emergencies.** All emergencies and injuries must be reported to District Staff immediately.

BASKETBALL COURT POLICIES

- (1) **Use at Own Risk.** Patrons and Guests may use the basketball courts at their own risk and must comply with all posted signage. All Patrons and Guests are encouraged to consult their physician before beginning an exercise program and using the basketball courts.
- (2) **Hours of Operation.** Unless otherwise posted, the basketball courts are open from dawn until dusk.
- (3) **Supervision of Children.** Supervision by an adult eighteen (18) years and older is required for minors under the age of sixteen (16) years.
- (3) **No Reservations.** The basketball courts are available for use by Patrons and Guests on a first-come, first-serve basis and cannot be reserved in advance. If another Patron or Guest is waiting, basketball court usage shall be limited to one (1) hour.
- (4) **Attire.** Appropriate athletic attire including shorts, shirts, and closed toed athletic footwear must be worn at all times in the basketball courts. No black soled shoes are permitted.
- (5) **Destructive Use of Equipment Prohibited.** Hanging on the hoops, dunking, drawing on the courts, and destructive use of the equipment is prohibited.
- (6) **Food and Drinks.** Food and gum are not permitted on the basketball courts. Drinks must be in a non-breakable spill-proof container. Patrons and Guests are responsible for clean-up of any food or drinks brought by them to the basketball courts.
- (7) **Prohibited Equipment.** No bicycles, scooters, skateboards, rollerblades or other equipment are permitted on the basketball courts. No chairs, other than those provided by the District, are permitted on the basketball courts.
- (8) **Emergencies.** All emergencies and injuries must be reported to District Staff immediately.

PLAYGROUND POLICIES

- (1) **Use at Own Risk.** Patrons and Guests may use the playgrounds and parks at their own risk and must comply with all posted signage.
- (2) **Hours of Operation.** Unless otherwise posted, all playground and park hours are from dawn to dusk.

(3) ***Supervision of Children.*** Supervision by an adult eighteen (18) years and older is required for children under the age of thirteen (13) years. Children must remain in the sight of adult supervisor at all times. All children are expected to play cooperatively with other children.

(4) ***Shoes.*** Proper footwear is required and no loose clothing especially with strings should be worn.

(5) ***Mulch.*** The mulch material is necessary for reducing fall impact and for good drainage. It is not to be picked up, thrown, or kicked for any reason.

(6) ***Food & Drink.*** No food, drinks or gum are permitted on the playground, but are permitted at the parks. Patrons and Guests are responsible for clean-up of any food or drinks brought by them to the parks.

(7) ***Glass Containers.*** No glass containers are permitted.

FACILITY RENTAL POLICIES

(1) ***Rentals; Patrons Only.*** For the convenience and enjoyment of our Patrons, the Clubhouse is available for rental during normal operating hours by Patrons in order to use the Clubhouse on an exclusive basis for organized events. Unless otherwise directed by the District, only Patrons may rent the Clubhouse. Patrons may not rent the Clubhouse on behalf of non-Patrons. All rentals are subject to availability and the discretion of District Staff. The pool and pool deck areas are NOT available for rental and shall remain open to other Patrons and their Guests during normal operating hours.

(2) ***Rental Reservation Process.*** Patrons interested in renting the clubhouse may reserve a desired rental date and time on a first-come, first-serve basis up to four (4) months in advance of such desired rental date. To reserve a desired rental date and time, Patrons must submit to the Amenity Manager a completed Amenity Rental Form and a check in the full amount of the Deposit as specified in the Amenity Rates ("Rental Date"). A desired rental date will NOT be reserved until both the completed Amenity Rental Form and Deposit are received by District Staff. District Staff will review the Amenity Rental Form and has full authority to deny the request subject to availability and in its reasonable discretion. No later than fourteen (14) days prior to the Rental Date, Patron must submit a check to the Amenity Manager for the full amount of the Rental Fee as specified in the Amenity Rates or Patron's Deposit will be forfeited and the Rental Date will be released and made available to other Patrons. To make a reservation within fourteen (14) days of the desired rental date, Patrons must submit to District Staff a completed Amenity Rental Form and a check in the total amount of both the Deposit and Rental Fee. NO EXCEPTIONS WILL BE MADE TO THE RENTAL RESERVATION PROCESS.

(3) ***Cancellations.*** Cancellations must be made in writing and received by the Amenity Manager at least fifteen (15) days in advance of the Rental Date in order for Patron to receive a refund of the Deposit.

(4) ***Deposits.*** Deposits will be returned within ten (10) days of the Rental Date provided there has been no damage to District property and the Clubhouse has been properly cleaned after use. To receive the full refund of the Deposit, the renting Patron must:

- i. Remove all garbage, place in dumpster, and replace garbage liners;
- ii. Remove all decorations, event displays, and materials;
- iii. Return all furniture and other items to their original position;
- iv. Wipe off counters, table tops, and the sink area;
- v. Clean out and wipe down the refrigerator as well as any cabinets and other appliances used; and

- iii. Otherwise clean the Clubhouse and restore it to the pre-rented condition, and to the satisfaction of District Staff.
- (5) ***Additional Cleaning or Damage.*** The District may retain all or part of any Deposit if the District determines, in its sole discretion, that it is necessary to perform additional cleaning or to repair any damages arising from the rental. Should the costs of any such cleaning or repairs exceed the Deposit, the District shall have authority to recover such costs from Patron by any means legally available and to suspend Patron's access and use privileges until such Patron pays any such amounts.
- (6) ***Duration of Events.*** Unless otherwise authorized in writing by the District's Board of Supervisors pursuant to a special request, rentals shall take place during normal business hours and be for a maximum of five (5) hours, inclusive of set-up and clean-up time. No exceptions shall be made to allow for set-up or clean-up outside of the five (5) hour rental period.
- (7) ***Noise.*** The volume of any live or recorded music must not violate applicable County noise ordinances or unreasonably interfere with residents' use and enjoyment of their homes or the other Amenities.
- (8) ***Capacity.*** Under no circumstances shall the capacity limit of the Clubhouse be exceeded during any rental.
- (9) ***Insurance.*** Additional liability insurance coverage may be required for events that the District determines in its sole discretion should require additional liability insurance. The District must be named as an additional insured on any such insurance policy in order to satisfy any such requirement for additional liability insurance.

SUSPENSION AND TERMINATION OF PRIVILEGES

- (1) ***General Policy.*** All persons using the Amenities and entering District property are responsible for compliance with, and shall comply with, the Amenity Policies established for the safe operations of the District's Amenities. District Staff must protect the rights and privileges of rule-abiding Patrons, and inappropriate behavior by Patrons or their Guests will not be tolerated.
- (2) ***Suspension of Access and Use Privileges.*** The District, through its Board, District Manager, Amenity Manager, and District Counsel shall have the right to restrict, suspend, or terminate the Amenity privileges of any person to use the Amenities for any of the following behavior:
- a. Submits false information on any application for use of the Amenities;
 - b. Permits the unauthorized use of an Access Card;
 - c. Exhibits unsatisfactory behavior, deportment or appearance;
 - d. Fails to pay amounts owed to the District in a proper and timely manner;
 - e. Fails to abide by any District rules or policies (e.g., Amenity Policies);
 - f. Treats the District's supervisors, staff, general/amenity management, contractors, or other representatives, or other residents or guests, in an unreasonable or abusive manner;
 - g. Damages or destroys District property; or
 - h. Engages in conduct that is improper or likely to endanger the health, safety, or welfare of the District, or its supervisors, staff, amenities management, contractors, or other representatives, or other residents or Guests.

- (3) ***Authority of District Staff and Members of the Board of Supervisors.*** District Staff or their designee, and any member of the Board of Supervisors, has the ability to remove any person from one or all Amenities if any of the above-referenced behaviors are exhibited or actions committed or if in his/her reasonable discretion it is the District's best interests to do so. District Staff may at any time restrict or suspend for cause or causes, including but not limited to those described above, any person's privileges to use any or all of the Amenities until the next regularly scheduled meeting of the Board of Supervisors.
- (4) ***Process for Suspension or Termination of Access and Use Privileges.*** Subject to the rights of District Staff set forth in Section 3 above, the following process shall govern suspension and termination of privileges:
- a. Offenses:
 - i. First Offense: Verbal warning by District Staff and suspension from the Amenities for up to one (1) week from the commencement of the suspension. Violation is recorded by District Staff, signed by the individual offender(s), and held on file by the District.
 - ii. Second Offense: Automatic suspension of all Amenity privileges for up to thirty (30) days from the commencement of the suspension, with the preparation by District Staff of a written report to be signed by the offender(s) and filed with the District.
 - iii. Third Offense: Suspension of all Amenity privileges for up to one (1) year. Such suspension shall run to the next regular meeting of the Board of Supervisors. At said meeting, the record of all previous offenses will be presented to the Board for recommendation of termination of the offender(s) privileges for one (1) calendar year. The length of the suspension is in the discretion of the Board and may be for less than one (1) year.
 - b. Each offense shall expire one (1) year after such offense was committed, at which time the number of offenses on record for such offender(s) shall be reduced by one. For example, if a first offense is committed on February 1 and a second offense on August 1, there will be two offenses on record until February 1 of the following year, at which time the first offense will expire and the second offense will thereafter be considered a first offense until it expires on the following August 1. The provisions of this Paragraph shall not at any time serve to reduce any suspensions or terminations, which may have been imposed prior to the expiration of any offenses.
 - c. Notwithstanding the foregoing, any time a user of the Amenity is arrested for an act committed, or allegedly committed, while on the premises of the Amenity, or violates these Policies in a manner that, in the discretion of the District Staff upon consultation with one Board member, justifies suspension beyond the guidelines set forth above, such offender(s) shall have all amenity privileges immediately suspended until the next Board of Supervisors meeting. At the Board meeting, the Board will be presented with the facts surrounding the arrest or violation and the Board may make a recommendation of suspension or termination of the offender(s) privileges, which suspension or termination may include members of the offender(s) household and may, upon the first offense, equal to or exceed one year. In particular situations that pose a long term or continuing threat to the health, safety and welfare of the District and its residents and users, permanent termination of Amenity privileges may be warranted and considered.
 - d. Any suspension or termination of Amenity privileges may be appealed to the Board of

Supervisors for reversal or reduction. The Board's decision on appeal shall be final.

- (5) ***Legal Action; Criminal Prosecution.*** If any person is found to have committed any of the infractions noted in Section 2 above, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature.

USE AT OWN RISK; INDEMNIFICATION

Any Patron, Guest, or other person who participates in the Activities (as defined below), shall do so at his or her own risk, and shall indemnify, defend, release, hold harmless, and forever discharge the District and its contractors, and the present, former, and future supervisors, staff, officers, employees, representatives, agents, and contractors of each (together, "Indemnitees"), for any and all liability, claims, lawsuits, actions, suits or demands, whether known or unknown, in law or equity, by any individual of any age, or any corporation or other entity, for any and all loss, injury, damage, theft, real or personal property damage, expenses (including attorney's fees, costs and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings), and harm of any kind or nature arising out of, or in connection with, the participation in the Activities, by said Patron, Guest, or other person, and any of his or her Guests and any members of his or her Household.

Should any Patron, Guest, or other person bring suit against the Indemnitees in connection with the Activities or relating in any way to the Amenities, and fail to obtain judgment therein against the Indemnitees, said Patron, Guest, or other person shall be liable to the District for all attorney's fees, costs, and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings.

The waiver of liability contained herein does not apply to any act of intentional, willful or wanton misconduct by the Indemnitees.

For purposes of this section, the term "Activities" shall mean the use of or acceptance of the use of the Amenities, or engagement in any contest, game, function, exercise, competition, sport, event, or other activity operated, organized, arranged or sponsored by the District, its contractors or third parties authorized by the District.

SOVEREIGN IMMUNITY

Nothing herein shall constitute or be construed as a waiver of the Districts' limitations on liability contained in Section 768.28, F.S., or other statutes or law.

SEVERABILITY

The invalidity or unenforceability of any one or more provisions of these policies shall not affect the validity or enforceability of the remaining provisions, or any part of the policies not held to be invalid or unenforceable.

AMENDMENTS AND WAIVERS

The Board in its sole discretion may amend these Amenity Policies from time to time. The Board

by vote at a public meeting or the District Manager may elect in its/their sole discretion at any time to grant waivers to any of the provisions of these Amenity Policies, provided however that the Board is informed within a reasonable time of any such waivers.

The above amended policies were adopted on August 9, 2017, by the Board of Supervisors for the Towne Park Community Development District.

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amenity Rates

Exhibit B: Amenity Access Registration Form

Exhibit C: Amenity Rental Application Form

EXHIBIT A
AMENITY RATES

TYPE	RATE
Annual User Fee	\$2500.00
Additional Household Member Access Card	\$10.00
Replacement Access Card	\$30.00
Amenity Rental Deposit	\$150.00
Amenity Rental Fee	\$100.00

EXHIBIT B
AMENITIES ACCESS REGISTRATION FORM

**TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT
AMENITIES ACCESS REGISTRATION FORM**

NAME: _____

ADDRESS: _____

HOME TELEPHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

ADDITIONAL RESIDENT 1: _____ DOB IF UNDER 18 _____

ADDITIONAL RESIDENT 2: _____ DOB IF UNDER 18 _____

ADDITIONAL RESIDENT 3: _____ DOB IF UNDER 18 _____

ADDITIONAL RESIDENT 4: _____ DOB IF UNDER 18 _____

ADDITIONAL RESIDENT 5: _____ DOB IF UNDER 18 _____

ACCEPTANCE:

I acknowledge receipt of Access Cards for the above listed residents and that the above information is true and correct. I understand that I have willingly provided all the information requested above and that it may be used by the District for various purposes. **I also understand that by providing this information that it may be accessed under public records laws.** I also understand that I am financially responsible for any damages caused by me, my family members or my guests and the damages resulting from the loss or theft of my or my family members' Facility Access Cards. It is understood that Facility Access Cards are the property of the District and are non-transferable except in accordance with the District's rules, policies and/or regulations. In consideration for the admittance of the above listed persons and their guests into the facilities owned and operated by the District, I agree to hold harmless and release the District, its agents, officers and employees from any and all liability for any injuries that might occur in conjunction with the use of any of the District's amenity facilities (including but not limited to: swimming pools, basketball courts, fitness center, clubhouse facility, playground equipment, other facilities), as well while on the District's property. Nothing herein shall be considered as a waiver of the District's sovereign immunity or limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28 Florida Statutes or other statute.

Signature of Patron (Legal Guardian if Minor)

Date

AFFIDAVIT OF RESIDENCY:

(REQUIRED IF LEGAL FORM OF PROOF OF RESIDENCY NOT PROVIDED)

I hereby state that the address listed above is the bona fide residence for all residents listed in this Amenities Access Registration Form and that such address is located within the Towne Park Community Development District. I acknowledge that a false statement in this affidavit may subject me to penalties for making a false statement pursuant to Section 837.06, *Florida Statutes*. I declare that I have read the foregoing and the facts alleged are true and correct to the best of my knowledge and belief.

Signature of Patron

The foregoing was acknowledged before me this ____ day of ____, 20__, by _____ who is [] personally known to me or [] produced _____ as identification.

(NOTARY SEAL)

Notary Public Signature

Name Typed, Printed, or Stamped

Notary Public, State of

RECEIPT OF DISTRICT POLICIES & RATES:

I acknowledge that I have been provided and understand the terms in the **Amenity Policies and Rates**.

Signature of Patron
(Parent or Legal Guardian if minor)

Date

GUEST POLICY:

Please refer to the **Amenity Policies & Rates** for the most current policies regarding guests.

PLEASE RETURN THIS FORM TO:

Towne Park Community Development District
Attn: Jane Gaartlandt, District Manager
12051 Corporate Boulevard
Orlando, Florida 32817
Telephone: (407) 382-3256
Email: janeg@fishkind.com

OFFICE USE ONLY:

Date Received

Date Entered in System

Staff Member Signature

PRIMARY RESIDENT:

Access Card #

ADDITIONAL RESIDENT 1:

Access Card #

ADDITIONAL RESIDENT 2:

Access Card #

ADDITIONAL RESIDENT 3:

Access Card #

ADDITIONAL RESIDENT 4:

Access Card #

ADDITIONAL RESIDENT 5:

Access Card #

ADDITIONAL INFORMATION:

Phase 1 -- Highland Chase _____ Phase 2 -- Highland Court _____ Phase 2A -- Stonegate _____

Phase 2B -- Towne Park Meadow _____ Phase 3A -- Stone Ridge _____

New Construction: _____ Re-Sale: _____ Prior Owner: _____

Rental: _____ Landlord/ Owner: _____ Lease Term: _____

EXHIBIT C
AMENITY RENTAL APPLICATION

**TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT
AMENITY RENTAL FORM**

Name of Applicant: _____ Today's Date: _____
Street Address: _____
Contact Phone: _____ Alternate Phone: _____
Email: _____
Intended Use: _____ Estimated Attendance: _____
Date of Event: _____ Time: (5hr max.) _____ to _____

I agree to indemnify and hold harmless the Towne Park Community Development, and their agents, supervisors, officers, directors, employees, and staff from any and all liability, claims, actions, suits, or demands by any person, corporation, or other entity, for liability, claims, actions, suits, or demands by any person, corporation, or other entity for injuries, death, property damage of any nature arising out of or in connection with the use of the District Amenities. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.

I have read, understand, and agree to abide by all policies and rules of the District governing the District Amenities. Failure to adhere to the District's policies and rules may result in the suspension or termination of any privileges to use the District Amenities. I also understand that I am financially responsible for any damages caused by me, my family members, and my guests. If requested, I will obtain an event insurance policy naming the Towne Park Community Development District, and their agents, supervisors, officers, directors, employees, and staff as additional insured.

Signature of Applicant

Date

Please initial by each:

1. _____ ***The reservation is not confirmed until both the completed Amenity Rental Application Form and the Deposit have been received by Towne Park Community Development District staff.***
2. _____ There is a maximum capacity of 50 persons for the Clubhouse. Patrons must inform their guests that once the scheduled event is completed, all guests are requested to exit.
3. _____ Alcohol is prohibited on District property. There are no exceptions.
4. _____ The five (5) hour maximum time limit includes set-up and post-event clean up and applies to all guests in attendance. Standard guest policy applies outside the scheduled rental timeframe and to all other District amenities during the rental timeframe. For the time of the scheduled use (reservation) the renter has the exclusive use of the clubhouse facility only. The pool area, fitness center, and park areas will remain open to all residents of the community from dawn until dusk daily.
5. _____ The interior and exterior of the Clubhouse is under closed circuit television surveillance.
6. _____ A security deposit in the amount of Two Hundred Dollars (\$150.00) made out to **Towne Park Community Development District** shall be provided for the Facility within five (5) days of the date of submitting the reservation request.
7. _____ The Deposit will be refunded to Patron within five (5) business days following the event provided all requirements set forth in the Amenity Policies are complete. If the Deposit will not be refunded, the Patron will be notified by District Staff within five (5) business days following the event.
8. _____ Rental Fee: A non-refundable Rental Fee will be charged for rental of the Clubhouse. A separate check shall be made out to the "Towne Park Community Development District" and submitted to District Staff at least fourteen (14) days in advance of the reservation date or the date it will be released. Cancellations made less than fifteen (15) days prior to the reservation date will forfeit the Deposit.
9. _____ Additional fees may be assessed if the clean-up is incomplete, event is not limited to reservation time frame, or there is damage to the Amenities.
10. _____ I have reviewed and fully understand the Amenity Policies.

For District Use Only:

Deposit Amount: \$ _____ Number of Guests: _____ Check # _____ Date: _____

Received By: _____

Rental Fee Amount: \$ _____ Check #: _____ Date: _____

Received By: _____

**NOTICE OF RULE DEVELOPMENT BY
THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT**

In accordance with Chapters 190 and 120, *Florida Statutes*, the TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT ("District") hereby gives notice of its intention to develop rules regarding the use and suspension termination of use and establishing fees related to the use of the District's recreational facilities and services. The purpose and effect of these rules is to provide for efficient and effective District operations by setting rates and fees to implement the provisions of Section 190.035, *Florida Statutes*. Specific legal authority for the rules includes Sections 190.035(2), 190.011(5), 120.54 and 120.81, *Florida Statutes* (2017). A public hearing will be conducted by the District on _____, at _____, at the Offices of Highland Homes, 3020 S. Florida Avenue, Suite 101, Lakeland, Florida 33803. A copy of the proposed rules may be obtained by contacting the District Manager, at the address above or at (407) 382-3256.

Jane Gaarlandt
District Manager

PUBLISH: [AT LEAST 29 DAYS PRIOR TO ADOPTION DATE; AT LEAST ONE DAY
PRIOR TO NOTICE OF RULEMAKING]
Publication date:

**NOTICE OF RULEMAKING FOR AMENITY CENTER RULES AND RATES BY
TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Towne Park Community Development District on _____, 2018, at _____, at the Offices of Highland Homes, 3020 S. Florida Avenue, Suite 101, Lakeland, Florida 33803.

In accordance with Chapters 190 and 120, Florida Statutes, the Towne Park Community Development District ("District") hereby gives the public notice of its intent to adopt proposed rules related to the use of the District's recreational facilities. The public hearing will provide an opportunity for the public to address proposed rules that: (1) address the requirements for the use and suspension and termination from use of the District's facilities including, but not limited to, its clubhouse, fitness center, playground, and swimming pool facility; (2) establish the non-resident user and rental fees for the use of such facilities; and (3) establish violation and penalty policies. The proposed fees are as follows:

TYPE	RATE
Annual User Fee	\$2500.00
Additional Household Member Access Card	\$10.00
Replacement Access Card	\$30.00
Amenity Rental Deposit	\$150.00
Amenity Rental Fee	\$100.00

The proposed rates may be adjusted at the public hearing pursuant to discussion by the Board of Supervisors and public comment. The purpose and effect of the Amenity Center Policies is to provide for efficient District operations by setting policies, regulations, rates and fees to implement the provisions of Section 190.035, *Florida Statutes* (2017). Specific legal authority for the rule includes Sections 190.035(2), 190.011(5) and 120.54, *Florida Statutes*. Prior Notice of Rule Development was published in _____ on _____, 2018.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), *Florida Statutes*, must do so in writing within twenty-one (21) days after publication of this notice.

The public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered at the public hearing, 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. At the hearing, one or more Supervisors may participate in the public hearing by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this hearing is asked to advise the District Office at least forty-eight (48) hours before the hearing by contacting the District Manager at (407) 382-3256. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

A copy of the proposed rule may be obtained by contacting the District Manager, 12051 Corporate Boulevard, Orlando, Florida 32817.

PUBLISH: [AT LEAST 28 DAYS PRIOR TO ADOPTION DATE]

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Towne Park Community Development District (the "District"), located in City of Lakeland, Florida, announces that professional engineering services will be required on a continuing basis for the District's roadway improvements, stormwater management system, water distribution system, wastewater system, reclaimed water distribution system, landscaping, hardscaping and irrigation system improvements, street lighting improvements, underground electrical systems, recreation facilities, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with City of Lakeland; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, *Florida Statutes* ("CCNA"). All Applicants interested must submit eight (8) copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on _____ to the attention of Jane Gaarlandt, Fishkind & Associates, Inc., 12051 Corporate Boulevard, Orlando, Florida 33803 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

Publish on: _____ (must be published at least 14 days prior to submittal deadline)

TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

3) Geographic Location (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

6) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

**Towne Park
Community Development District**

**RFPs
Phase 2B and Phase 3A Construction Services**

**TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**CONSTRUCTION SERVICES FOR PHASE 2B INFRASTRUCTURE IMPROVEMENTS
CITY OF LAKE LAND, FLORIDA**

Notice is hereby given that the Towne Park Community Development District ("District") will receive proposals for the following District project:

Phase 2B construction site work, including earthwork, utilities,
roadways, and stormwater management improvements.

The Project Manual will be available beginning **Friday, February 9, 2018 at 10:00 AM EST** at the offices of the Towne Park Community Development District's Engineer, Hamilton Engineering & Surveying, Inc., located at 3409 W. Lemon Street, Tampa, Florida 33609, or by calling (813) 250-3535, or emailing heatherw@hamiltonengineering.us. Each Project Manual will include, but not be limited to, the Request for Proposals, proposal and contract documents, and construction plans and specifications.

The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so. The successful proposer will be required to execute a contract with the District and file the requisite Performance and Payment Bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award.

Any person who wishes to protest the Project Manual, or any component thereof, shall file with the District a written notice of protest within seventy-two (72) hours after the Project Manual is made available, and shall file a formal written protest with the District within seven (7) calendar days after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Engineer directed to Heather E. Wertz at heatherw@hamiltonengineering.us. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the District's Project Manual. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Ranking of proposals will be made on the basis of qualifications according to the evaluation criteria contained within the Project Manual; however, please note that proposals received from firms failing to meet the following minimum qualifications/requirements will not be considered or evaluated: (1) Proposer will have constructed three (3) improvements similar in quality and scope with a minimum of \$1,000,000 in total volume construction cost within the last five (5) years; (2) Proposer will have minimum bonding capacity of \$1,000,000 from a surety company acceptable to the District; (3) Proposer is authorized to do business in Florida; and (4) Proposer is registered with Polk County and is a licensed contractor in the State of Florida.

Any and all questions relative to this project shall be directed in email only to heatherw@hamiltonengineering.us no later than **5:00 PM EST, on Friday, March 2, 2018.**

Firms desiring to provide services for this project must submit one (1) original and one (1) electronic copy of the required proposal no later than **3:00 PM EST, Tuesday, March 13, 2018, at the offices of Hamilton Engineering & Surveying, Inc., located at 3409 W. Lemon Street, Tampa, Florida 33609,** with an electronic copy of the proposal in PDF included with the submittal package. Proposals

shall be submitted in a sealed opaque package, shall bear the name of the proposer on the outside of the package and shall identify the name of the project. Proposals received after the time and date stipulated above will be returned un-opened to the proposer. The District Engineer will conduct a special public meeting at at 12:00 PM EST on Wednesday, March 14, 2018, at the Offices of Highland Homes, 3020 S. Florida Avenue, Suite 101, Lakeland, Florida 33803, to open the proposals. No official action will be taken at the meeting. Any proposal not completed as specified or missing the required proposal documents as provided in the Project Manual may be disqualified.

Towne Park Community Development District
District Manager

Run Date:

TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT
EVALUATION CRITERIA

CONSTRUCTION SERVICES FOR PHASE 2B INFRASTRUCTURE IMPROVEMENTS
CITY OF LAKELAND, FLORIDA

PERSONNEL **(5 POINTS)**

E.g., geographic location of firm's headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

EXPERIENCE **(15 POINTS)**

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District and other community development district's in other contracts; character, integrity, reputation of respondent, etc.;

UNDERSTANDING SCOPE OF WORK **(20 POINTS)**

Demonstration of the Proposer's understanding of the project requirements.

FINANCIAL CAPABILITY **(10 POINTS)**

Extent to which the proposal demonstrates the adequacy of the Proposer's financial resources and stability as a business entity, necessary to complete the services required.

SCHEDULE **(25 POINTS)**

Demonstration of Proposer's understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates. Consideration will be given to proposers that indicate an ability to credibly complete the project in advance of the required substantial and final completion dates without a premium cost for accelerated work.

PRICE **(25 POINTS)**

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low proposer.

10 Points are allocated for the reasonableness of unit prices and balance of proposer.

TOTAL POINTS **(100 POINTS)**

**TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**CONSTRUCTION SERVICES FOR PHASE 3A INFRASTRUCTURE IMPROVEMENTS
CITY OF LAKE LAND, FLORIDA**

Notice is hereby given that the Towne Park Community Development District ("District") will receive proposals for the following District project:

Phase 3A construction site work, including earthwork, utilities,
roadways, and stormwater management improvements.

The Project Manual will be available beginning **Friday, February 9, 2018 at 10:00 AM EST** at the offices of the Towne Park Community Development District's Engineer, Hamilton Engineering & Surveying, Inc., located at 3409 W. Lemon Street, Tampa, Florida 33609, or by calling (813) 250-3535, or emailing heatherw@hamiltonengineering.us. Each Project Manual will include, but not be limited to, the Request for Proposals, proposal and contract documents, and construction plans and specifications.

The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so. The successful proposer will be required to execute a contract with the District and file the requisite Performance and Payment Bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award.

Any person who wishes to protest the Project Manual, or any component thereof, shall file with the District a written notice of protest within seventy-two (72) hours after the Project Manual is made available, and shall file a formal written protest with the District within seven (7) calendar days after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Engineer directed to Heather E. Wertz at heatherw@hamiltonengineering.us. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the District's Project Manual. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Ranking of proposals will be made on the basis of qualifications according to the evaluation criteria contained within the Project Manual; however, please note that proposals received from firms failing to meet the following minimum qualifications/requirements will not be considered or evaluated: (1) Proposer will have constructed three (3) improvements similar in quality and scope with a minimum of \$1,000,000 in total volume construction cost within the last five (5) years; (2) Proposer will have minimum bonding capacity of \$1,000,000 from a surety company acceptable to the District; (3) Proposer is authorized to do business in Florida; and (4) Proposer is registered with Polk County and is a licensed contractor in the State of Florida.

Any and all questions relative to this project shall be directed in email only to heatherw@hamiltonengineering.us no later than **5:00 PM EST, on Friday, March 2, 2018.**

Firms desiring to provide services for this project must submit one (1) original and one (1) electronic copy of the required proposal no later than **3:00 PM EST, Tuesday, March 13, 2018, at the offices of Hamilton Engineering & Surveying, Inc., located at 3409 W. Lemon Street, Tampa, Florida 33609,** with an electronic copy of the proposal in PDF included with the submittal package. Proposals

shall be submitted in a sealed opaque package, shall bear the name of the proposer on the outside of the package and shall identify the name of the project. Proposals received after the time and date stipulated above will be returned un-opened to the proposer. The District Engineer will conduct a special public meeting at at 12:00 PM EST on Wednesday, March 14, 2018, at the Offices of Highland Homes, 3020 S. Florida Avenue, Suite 101, Lakeland, Florida 33803, to open the proposals. No official action will be taken at the meeting. Any proposal not completed as specified or missing the required proposal documents as provided in the Project Manual may be disqualified.

Towne Park Community Development District
District Manager

Run Date:

TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT
EVALUATION CRITERIA

CONSTRUCTION SERVICES FOR PHASE 3A INFRASTRUCTURE IMPROVEMENTS
CITY OF LAKE LAND, FLORIDA

PERSONNEL **(5 POINTS)**

E.g., geographic location of firm's headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

EXPERIENCE **(15 POINTS)**

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District and other community development district's in other contracts; character, integrity, reputation of respondent, etc.;

UNDERSTANDING SCOPE OF WORK **(20 POINTS)**

Demonstration of the Proposer's understanding of the project requirements.

FINANCIAL CAPABILITY **(10 POINTS)**

Extent to which the proposal demonstrates the adequacy of the Proposer's financial resources and stability as a business entity, necessary to complete the services required.

SCHEDULE **(25 POINTS)**

Demonstration of Proposer's understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates. Consideration will be given to proposers that indicate an ability to credibly complete the project in advance of the required substantial and final completion dates without a premium cost for accelerated work.

PRICE **(25 POINTS)**

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low proposer.

10 Points are allocated for the reasonableness of unit prices and balance of proposer.

TOTAL POINTS **(100 POINTS)**

**Towne Park
Community Development District**

Payment Authorization Numbers 63 - 69

**TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #063

9/27/2017

Item No.	Payee	Invoice Number	General Fund
1	Floralawn		
	Monthly Lawn Maintenance - 2017.08 prorated	77190	\$ 1,540.00
	Monthly Lawn Maintenance - 2017.09	77191	\$ 1,805.00
2	Fishkind & Associates, Inc.		
	DM Fees and Reimb. - 2017.09	21349	\$ 1,940.68
3	Hopping Green & Sams		
	Legal Services thru 07.31.2017	95503	\$ 2,400.96
TOTAL			\$ 7,686.64

Chairperson



floralawn
Premier Lawn & Pest

P.O. Box 91597
Lakeland, FL 33804

Invoice

Date	Invoice #
8/25/2017	77190

Bill To
Towne Park CDD c/o Highland Community Mgt 3020 S Florida Ave Lakeland, FL 33803

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
0.8	Monthly Lawn maintenance	1,805.00	1,444.00
0.8	Monthly irrigation system checks	120.00	96.00
	Billing For August 2017 pro-rated		

Thank you for your business.	Total	\$1,540.00
	Balance Due	\$1,540.00

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

Elizabeth Q Malhotra

From: Joel Adams <j.adams@highlandhomes.org>
Sent: Friday, August 25, 2017 11:00 AM
To: Joe MacLaren; Elizabeth Q Malhotra
Subject: FW: Invoice 77190 from Floralawn, Inc. TPCDD
Attachments: Inv_77190_from_Floralawn_Inc._34172.pdf

This is ok to process.

Thanks

From: Denise Abercrombie
Sent: Friday, August 25, 2017 8:31 AM
To: Joel Adams <j.adams@highlandhomes.org>
Subject: FW: Invoice 77190 from Floralawn, Inc. TPCDD

From: Floralawn, Inc. [<mailto:replyTo@intuit.com>]
Sent: Friday, August 25, 2017 8:30 AM
To: Denise Abercrombie <d.abercrombie@highlandhomes.org>
Subject: Invoice 77190 from Floralawn, Inc.

Dear Customer :

Your invoice appears below. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,
Mel Johnson
Office/Billing Manager

Floralawn, Inc.

To view your invoice

Open the attached PDF file. You must have Acrobat® Reader® installed to view the attachment.



floralawn
Premier Lawn & Pest

P.O. Box 91597
Lakeland, FL 33804

Invoice

Date	Invoice #
9/1/2017	77191

Bill To
Towne Park CDD c/o Highland Community Mgt 3020 S Florida Ave Lakeland, FL 33803

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	Monthly Lawn maintenance	1,805.00	1,805.00
	Billing For September 2017		
Thank you for your business.		Total	\$1,805.00

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

Balance Due \$1,805.00

Invoice

Invoice #:	21349
9/19/2017	

File: TowneParkDM

Towne Park CDD

Services:	Amount
District Management Fee: Sept 2017	1,666.67
Website Fee	75.00
UPS	32.49
Copies	165.60
Postage	0.92

**Please include the invoice
number on your remittance
and submit to:**

Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817
 Ph: 407-382-3256
 Fax: 407-382-3254
www.fishkind.com

Balance Due

\$1,940.68



Invoice No 1708069166
Invoice Date 08/16/2017
Account No W203899987/1Y9R28
Account FISHKIND & ASSOCIATES

Original Charges

Invoice Detail			Billing		List Discount	
					Price	Price
UPS No: 1Z1Y9R280391110119	Shipper	Receiver	Freight		15.11	12.09
Pickup Date 08/04/2017	FISHKIND & ASSOCIATES	U.S. BANK, N.A.-CDD	Fuel Surcharge		0.80	0.64
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: Bch,BbC,GR,HMii,High,LRSD,Silver,TP			Total		15.91	12.73
Bch,BbC,GR,HMii,High,LRSD,Silver,TP			Sub Total		15.91	12.73

1.59

8/16/23

UPS No: 1Z1Y9R280299554575				Shipper		Receiver		Freight		25.60	
Pickup Date		07/25/2017		FISHKIND & ASSOCIATES		U.S. BANK, N.A.-CDD		Fuel Surcharge		32.00	
Service Level		2nd Day		12051 CORPORATE BLVD		EP-MN-01LB				1.36	
Weight		1 lb		ORLANDO		1200 ENERGY PARK DRIVE				1.09	
Zone		206		FL 32817		SAINT PAUL					
Payer		Shipper		ELIZABETH MALHOULTRA		MN 55108					
Bill Reference: Towne Park CDD				Towne Park CDD		LOCKBOX SERVICES-12-		Total		33.36	
				1 count				Sub Total		26.69	



Invoice No 1708034216
Invoice Date 08/02/2017
Account No W203899987/1Y9R28
SHIPMENT FISHKIND & ASSOCIATES

Original Charges

Invoice Detail

SHIPMENT		UNIT CHARGES		Price	12/73
UPS No: 1Z1Y9R280398266547	Shipper	Receiver	Freight	15.11	12.09
Pickup Date 07/21/2017	FISHKIND & ASSOCIATES	U.S. BANK, N.A.-CDD	Fuel Surcharge	0.80	0.64
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-	Total	15.91	12.73
Bill Reference: Beach, HMii, LRSD, Towne, WynnEast				Sub Total	15.91
Beach, HMii, LRSD, Towne, WynnEast				1 count	12.73

2.55

UPS No: 1Z1Y9R280392057355 Pickup Date 08/11/2017 Service Level Commercial Ground Weight 1 lb Zone 006 Payer Shipper		Shipper FISHKIND & ASSOCIATES 12051 CORPORATE BLVD ORLANDO FL 32817 AMANDA LANE	Receiver U.S. BANK, N.A.-CDD EP-MN-01LB 1200 ENERGY PARK DRIVE SAINT PAUL MN 55108 LOCKBOX SERVICES-12-	Freight 15.73 Fuel Surcharge 0.84	12.58 0.67
Bill Reference: BcR,BbC,HMii,High,LRS,Silver,Tom,TP BcR,BbC,HMii,High,LRS,Silver,Tom,TP			Total 16.57	13.25	
Sub Total 16.57			13.25		

1.00

Copy Count

Account: Towne Park

Amount of Copies: 1,104

Total \$: 165.60

Month August

Account Summary Report

Date Range: August 1, 2017 to August 31, 2017

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

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

Account Summary

Account	Sub Account	Pieces	Total Charged
Town Park CDD		2	\$0.920

Grand Total \$0.920

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

August 23, 2017

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

Bill Number 95503
Billed through 07/31/2017

General Counsel/Monthly Meeting

TPKCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

07/05/17	AHJ	Confer with Gaarlandt regarding budget hearing documents.	0.30 hrs
07/06/17	AHJ	Confer with Gaarlandt regarding budget resolutions.	0.10 hrs
07/07/17	SSW	Prepare comments to draft agenda and meeting minutes; prepare agenda items; confer with Gaarlandt regarding same.	1.20 hrs
07/11/17	SSW	Confer with MacLaren and Gaarlandt regarding budget funding and assessment collection.	0.40 hrs
07/12/17	SSW	Prepare for board meeting.	0.60 hrs
07/13/17	SSW	Attend board meeting.	2.60 hrs
07/14/17	AHJ	Prepare budget resolutions.	0.30 hrs
07/16/17	RVW	Confer with Jeancola regarding acquisition of phase 1C and maintenance responsibility.	0.40 hrs
07/19/17	SSW	Prepare form of mailed notice of assessment hearing; confer with Gaarlandt and MacLaren regarding same.	0.80 hrs
07/20/17	SSW	Confer with Gaarlandt regarding rescheduling budget and assessment public hearings to allow time for mailed assessment notice.	0.70 hrs
07/24/17	AHJ	Prepare landscape maintenance agreement; confer with MacLaren regarding same.	0.50 hrs
07/25/17	AHJ	Prepare landscape maintenance agreement; confer with Abercrombie and MacLaren regarding same.	0.70 hrs
07/28/17	SSW	Confer with Gaarlandt regarding mailed notice of assessment hearing.	0.20 hrs
07/28/17	AHJ	Finalize landscape maintenance agreement; confer with Abercrombie regarding same.	1.00 hrs
07/31/17	SSW	Prepare landscape and irrigation maintenance agreement.	0.60 hrs

=====

07/31/17 JBC Analyze records retention rules update; prepare memorandum regarding same. 0.10 hrs

Total fees for this matter \$2,265.00

DISBURSEMENTS

Document Reproduction 20.50

Travel 107.24

Travel - Meals 8.22

Total disbursements for this matter \$135.96

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal 2.90 hrs 145 /hr \$420.50

Cooksey, Jennings B. 0.10 hrs 225 /hr \$22.50

Van Wyk, Roy 0.40 hrs 295 /hr \$118.00

Warren, Sarah S. 7.10 hrs 240 /hr \$1,704.00

TOTAL FEES \$2,265.00

TOTAL DISBURSEMENTS \$135.96

TOTAL CHARGES FOR THIS MATTER \$2,400.96

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal 2.90 hrs 145 /hr \$420.50

Cooksey, Jennings B. 0.10 hrs 225 /hr \$22.50

Van Wyk, Roy 0.40 hrs 295 /hr \$118.00

Warren, Sarah S. 7.10 hrs 240 /hr \$1,704.00

TOTAL FEES \$2,265.00

TOTAL DISBURSEMENTS \$135.96

TOTAL CHARGES FOR THIS BILL \$2,400.96

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

August 23, 2017

Towne Park Community Development District
c/o Mr. Joe MacLaren
Fishkind & Associates, Inc.
12051 Corporate Boulevard
Orlando, Florida 32817


Re: Towne Park Community Development District

Dear Joe:

Enclosed please find our billing statement on behalf of the Towne Park Community Development District (the "District"), for services rendered and expenses incurred through the month of July, 2017. 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

Enclosure

**TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #065

11/8/2017

Item No.	Payee	Invoice Number	General Fund
1	EGIS Insurance & Risk Advisors FY 2017/2018 Insurance	5867	\$ 5,302.00
TOTAL			\$ 5,302.00

Chairperson



Florida
Insurance
Alliance™

PARTICIPATION AGREEMENT

Application for Membership in the Florida Insurance Alliance

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2017, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

Towne Park Community Development District

(Name of Local Governmental Entity)

By:


Signature

JOSEPH A. MACLAREN
Print Name

Witness By:


Signature

JANE GAARLANT
Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2017

By:

Administrator



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

INVOICE

Customer	Towne Park Community Development District 562
Date	08/22/2017
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	5,302.00
Payment Amount	
Payment for:	Invoice#5867
100117250	

Thank You

Please detach and return with payment



Customer: Towne Park Community Development District

Invoice	Effective	Transaction	Description	Amount
5867	10/01/2017	Renew policy	Policy #100117250 10/01/2017-10/01/2018 Florida Insurance Alliance GL,HNO,PROP - Renew policy Due Date: 9/21/2017	5,302.00
				Total
				5,302.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
 Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	(321)320-7665 cbtner@egisadvisors.com	Date 08/22/2017
---------------------------------------------------------------------------------------------------------	------------------------------------------	---------------------------



Florida
Insurance
Alliance™



Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

Towne Park Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

Quotation being provided for:

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

Term: October 1, 2017 to October 1, 2018

Quote Number: 100117250

PROPERTY COVERAGE

SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	Not Included
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
Inland Marine	
Scheduled Inland Marine	Not Included

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	<u>Valuation</u>	<u>Coinsurance</u>
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:	Not Applicable	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	Not Applicable	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of Not Applicable per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

Special Property Coverages		
<u>Coverage</u>	<u>Deductibles</u>	<u>Limit</u>
Earth Movement	Not Applicable	Not Included
Flood	Not Applicable	Not Included
Boiler & Machinery		Not Included
TRIA		Not Included

*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

TOTAL PROPERTY PREMIUM

Not Included

Extensions of Coverage

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile
X	Section II B1	Business Income	\$1,000,000 in any one occurrence
X	Section II B2	Additional Expenses	\$1,000,000 in any one occurrence
X	FIA 120	Active Assailant(s)	\$1,000,000 in any one occurrence

CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

AUTOMOBILE COVERAGE

COVERAGES	SYMBOL	LIMIT	DEDUCTIBLE
LIABILITY	N/A	Not Included	Not Included
HIRED NON OWNED LIABILITY	8,9	\$1,000,000	\$0
PERSONAL INJURY PROTECTION	5	STATUTORY	\$0
AUTO MEDICAL PAYMENTS	N/A	Not Included	Not Included
UNINSURED MOTORISTS/ UNDERINSURED MOTORISTS	N/A	Not Included	Not Included
AUTO PHYSICAL DAMAGE	N/A	Not Included	Not Included

Symbol 8, 9 Hired Non-Owned Autos only

GENERAL LIABILITY COVERAGE (Occurrence Basis)

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000

Public Officials and Employment Practices Liability Deductible \$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability
Network Security Liability
Privacy Liability
First Party Extortion Threat First
Party Crisis Management First
Party Business Interruption

Limit: \$100,000 each claim/annual aggregate



Florida
Insurance
Alliance™

PREMIUM SUMMARY

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

Term: October 1, 2017 to October 1, 2018

Quote Number: 100117250

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	Not Included
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$2,946
Public Officials and Employment Practices Liability	\$2,356
TOTAL PREMIUM DUE	\$5,302

IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)

**TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #066

11/29/2017

Item No.	Payee	Invoice Number	General Fund
1	Lakeland Electric Water Irrigation Service Deposit - Peregrine Way Water Irrigation Service Deposit - White Egret Ln		\$ 1,600.00 \$ 1,100.00
2	Fishkind & Associates, Inc DM Fee and Reimbursables - 2017.11	21708	\$ 2,159.25
3	Floralawn Monthly Inspection	78168	\$ 78.83
4	Hopping Green & Sams Legal Services through 08.31.2017	96232	\$ 747.50
TOTAL			\$ 5,685.58

Chairperson

Elizabeth Q Malhotra


From: Buffington, Dee <Dee.Buffington@lakelandelectric.com>
Sent: Friday, November 17, 2017 11:49 AM
To: Elizabeth Q Malhotra
Subject: Deposit Quotes 3555224 / 3555225 / 2175845 / 2175844


Elizabeth,



The deposit quote for:


3606 Pergrine Way is: \$1,600.00


5707 White Egret Ln is: \$1,100.00

Navigate 

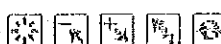
Search: More 


 (3555224) TOWNE PARK COMMUNITY DEVELOPMENT DIST (REGLR)
 (3555225) TOWNE PARK COMMUNITY DEVELOPMENT DIST (REGLR)





 2 - CUPROD 7.7.D.24 DBUFF - [My Portal]

 **File** **View** **Tools**

Customer Management CIS Inquiry Home

Navigate 

Search: More 

 (2175845) 3606 PEREGRINE WY # W/I
 (WAIRG) Wtr Irrigation Service (CUTON)
 (2175844) 5107 WHITE EGRET LN # W/I
 (WAIRG) Wtr Irrigation Service (CUTON)

*Thank you,
LakelandElectric
CustomerService@LakelandElectric.com
Phone: (863) 834-9535
Fax: (863) 834-6330*

Please do not respond to this email. This inbox is not monitored.

PUBLIC RECORDS NOTICE:

All e-mail sent to and received from the City of Lakeland, Florida, including e-mail addresses and content, are subject to the provisions of the Florida Public Records Law, Florida Statute Chapter 119, and may be subject to disclosure.

FISHKIND
& ASSOCIATES

Invoice

Invoice #:	21708
11/16/2017	

File: TowneParkDM

Towne Park CDD

Services:	Amount
District Management Fee: Nov 2017	2,083.33
Website Fee	75.00
Postage	0.92

**Please include the invoice
number on your remittance
and submit to:**

Fishkind & Associates, Inc.
12051 Corporate Blvd.

Orlando, FL 32817

Ph: 407-382-3256

Fax: 407-382-3254

www.fishkind.com

Balance Due

\$2,159.25

Account Summary Report

Date Range: Oct 1, 2017 to Oct 31, 2017

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

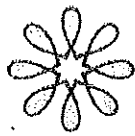
Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

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

Account Summary

Account	Sub Account	Pieces	Total Charged
Town Park CDD		2	\$0.920
Grand Total:			\$0.920



floralawn
Premier Lawn & Pest

P.O. Box 91597
Lakeland, FL 33804

Invoice

Date	Invoice #
11/15/2017	78168

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 Inspection as per agreement for September 2017 Labor Service Completed: 10/31/17	78.83	78.83

Thank you for your business.

Total \$78.83

Balance Due \$78.83

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

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300

P.O. Box 6526

Tallahassee, FL 32314

850.222.7500

===== STATEMENT =====

September 28, 2017

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

Bill Number 96232
Billed through 08/31/2017

General Counsel/Monthly Meeting

TPKCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

08/04/17	SSW	Confer with Gaarlandt regarding assessment hearing and resolutions.	0.60 hrs
08/28/17	AHJ	Finalize budget and assessment resolutions.	1.00 hrs
08/29/17	SSW	Prepare landscape and irrigation maintenance agreement.	0.80 hrs
08/30/17	SSW	Prepare for and attend board meeting by phone; conduct meeting follow-up.	0.90 hrs
08/30/17	AHJ	Confer with Gaarlandt regarding adopted board meeting schedule; calendar same.	0.20 hrs

Total fees for this matter \$726.00

DISBURSEMENTS

Document Reproduction 21.50

Total disbursements for this matter \$21.50

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	1.20 hrs	145 /hr	\$174.00
Warren, Sarah S.	2.30 hrs	240 /hr	\$552.00

TOTAL FEES \$726.00

TOTAL DISBURSEMENTS \$21.50

TOTAL CHARGES FOR THIS MATTER \$747.50

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	1.20 hrs	145 /hr	\$174.00
Warren, Sarah S.	2.30 hrs	240 /hr	\$552.00

TOTAL FEES \$726.00

TOTAL DISBURSEMENTS \$21.50

RECEIVED NOV 06 2017

=====

TOTAL CHARGES FOR THIS BILL

\$747.50

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

September 28, 2017

Towne Park Community Development District
c/o Mr. Joe MacLaren
Fishkind & Associates, Inc.
12051 Corporate Boulevard
Orlando, Florida 32817

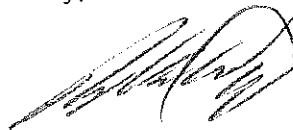
Re: Towne Park Community Development District

Dear Joe:

Enclosed please find our billing statement on behalf of the Towne Park Community Development District (the "District"), for services rendered and expenses incurred through the month of August, 2017. 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

Enclosure

**TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #68

1/11/2018

Item No.	Payee	Invoice Number	General Fund
1	TP II, LLC To reimburse for the two Lakeland Electric Invoices		\$ 6,123.16
2	Lakeland Electric Billing Date 01.03.2018	3555224.2018.01	\$ 594.94
	Billing Date 01.03.2018	3555225-2018.01	\$ 651.33
3	Floralawn Monthly Lawn Maintenance - 2018.01	78807	\$ 1,805.00
4	Hopping Green & Sams Legal Services through 11.30.2017	97788	\$ 158.50
TOTAL			\$ 9,332.93



Chairperson

Elizabeth Q Malhotra

From: Lisa Olinger <l.olinger@highlandhomes.org>
Sent: Thursday, December 28, 2017 9:13 AM
To: Elizabeth Q Malhotra; Milton Andrade
Cc: Ashley Taylor; Brittany Patrick
Subject: RE: 5107 White Egret / 3606 Peregrine Way
Attachments: 3812_001.pdf; 3813_001.pdf

Good Morning!

Please reimburse TP II, LLC a total of \$6,123.16 for the two Lakeland Electric invoices. These were paid on line yesterday, using the checks attached.

Thanks for your help!

Lisa

From: Elizabeth Q Malhotra [mailto:elizabethm@fishkind.com]
Sent: Wednesday, December 27, 2017 4:49 PM
To: Lisa Olinger <l.olinger@highlandhomes.org>; Milton Andrade <m.andrade@highlandhomes.org>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>; Brittany Patrick <b.patrick@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Thank you!

Have a wonderful evening!

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: Lisa Olinger [mailto:l.olinger@highlandhomes.org]
Sent: Wednesday, December 27, 2017 4:40 PM
To: Milton Andrade <m.andrade@highlandhomes.org>; Elizabeth Q Malhotra <elizabethm@fishkind.com>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>; Brittany Patrick <b.patrick@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

I sure can. Thanks!

From: Milton Andrade
Sent: Wednesday, December 27, 2017 4:30 PM

To: Elizabeth Q Malhotra <elizabethm@fishkind.com>; Lisa Olinger <l.olinger@highlandhomes.org>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>; Brittany Patrick <b.patrick@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Lisa,
Can you handle please?

Milton Andrade
Director of Land Development
Highland Homes
3020 S. Florida Ave, Suite 101
Lakeland, FL 33803
office - 863.619.7103 Ext. 334
cell - 407.620.5833



From: Elizabeth Q Malhotra [<mailto:elizabethm@fishkind.com>]
Sent: Wednesday, December 27, 2017 4:24 PM
To: Milton Andrade <m.andrade@highlandhomes.org>; Lisa Olinger <l.olinger@highlandhomes.org>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>; Brittany Patrick <b.patrick@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Okay, no problem. Can I get a payment request from HH?

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
FISHKIND
www.fishkind.com
Orlando - Port St. Lucie

From: Milton Andrade [<mailto:m.andrade@highlandhomes.org>]
Sent: Wednesday, December 27, 2017 4:20 PM
To: Lisa Olinger <l.olinger@highlandhomes.org>; Elizabeth Q Malhotra <elizabethm@fishkind.com>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>; Brittany Patrick <b.patrick@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Elizabeth,
I missed your last sentence in your email.

Reimbursement will be requested from the CDD for HH paying these accounts. Regardless of whose account it was under during usage, usage has always been for common areas which are the responsibility of the CDD. In a perfect world, the accounts should have been initially set up under the CDD. However, since meters are needed asap, typically the developer opens up the accounts under their name (to speed up the process of installing meter) and then transfer. Again, regardless, usage and cost is for the benefit of the CDD.

Sincerely,

Milton Andrade
Director of Land Development
Highland Homes
3020 S. Florida Ave, Suite 101
Lakeland, FL 33803
office - 863.619.7103 Ext. 334
cell - 407.620.5833



From: Lisa Olinger
Sent: Wednesday, December 27, 2017 4:11 PM
To: Milton Andrade <m.andrade@highlandhomes.org>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>
Subject: FW: 5107 White Egret / 3606 Peregrine Way

Milton,

Will the CDD be reimbursing TP II for the Lakeland Electric invoices?

Lisa

From: Ashley Taylor
Sent: Wednesday, December 27, 2017 4:05 PM
To: Lisa Olinger <l.olinger@highlandhomes.org>
Subject: FW: 5107 White Egret / 3606 Peregrine Way

FYI

From: Milton Andrade
Sent: Wednesday, December 27, 2017 3:34 PM
To: Elizabeth Q Malhotra <elizabethm@fishkind.com>
Cc: Brittany Patrick <b.patrick@highlandhomes.org>; Ashley Taylor <a.taylor@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Brittany,

Please process these. These will be the last bills for these accounts. Cost code 085

Milton Andrade
Director of Land Development
Highland Homes
3020 S. Florida Ave, Suite 101
Lakeland, FL 33803
office - 863.619.7103 Ext. 334
cell - 407.620.5833



From: Elizabeth Q Malhotra [<mailto:elizabethm@fishkind.com>]
Sent: Wednesday, December 27, 2017 3:10 PM
To: Milton Andrade <m.andrade@highlandhomes.org>
Cc: Brittany Patrick <b.patrick@highlandhomes.org>; Ashley Taylor <a.taylor@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Milton,

Just to be clear - Lakeland Electric assigned different account numbers for 3606 Peregrine Way and 5107 White Egret. I spoke with LE representative and she stated that irrigation services for the CDD will be connected tomorrow. With that said, these bills are still under the HH account and should be processed and paid by HH. Refunds, if any, will be issued by Lakeland Electric.

Thanks!

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: Milton Andrade [<mailto:m.andrade@highlandhomes.org>]
Sent: Wednesday, December 27, 2017 2:24 PM
To: Elizabeth Q Malhotra <elizabethm@fishkind.com>
Cc: Brittany Patrick <b.patrick@highlandhomes.org>; Ashley Taylor <a.taylor@highlandhomes.org>
Subject: FW: 5107 White Egret / 3606 Peregrine Way

Elizabeth,
See attached. Please take care of now that accounts have been transferred to CDD.

Thanks,

Milton Andrade
Director of Land Development
Highland Homes
3020 S. Florida Ave, Suite 101
Lakeland, FL 33803
office - 863.619.7103 Ext. 334
cell - 407.620.5833



From: Brittany Patrick
Sent: Wednesday, December 27, 2017 2:22 PM
To: Milton Andrade <m.andrade@highlandhomes.org>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>
Subject: FW: 5107 White Egret / 3606 Peregrine Way

Hey Milton! Please see attached. We received two final invoices (5107 White Egret / 3606 Peregrine Way) with notes saying accounts were to be transferred to CDD. Should we go ahead and pay both of these and then get reimbursed by CDD or send straight to them? Thank you!

Brittany Patrick
Accounts Payable
Highland Homes
863-619-7103 x 231

TP II, LLC
3020 S. Florida Avenue, Suite 101
Lakeland, FL 33803

CenterState Bank
Lakeland, FL

63-1432/631

174

PAY Two Thousand Seven Hundred Eighty Dollars and 43/100.

To the
order of LAKELAND ELECTRIC

DATE AMOUNT
DEC 27, 2017 \$*****2,780.43

VOID AFTER 180 DAYS

LAKELAND ELECTRIC
PO BOX 32006
LAKELAND, FL 33802

⑈0174⑈ ⑆063114328⑆ 1100023496⑈

TP II, LLC				174	
Invoice #	Date	Description	Amount	Discount	Net Due
3241658-12/20/17D	12/27/17	Paid online - we will be reimbursed by	2,780.43		2,780.43

12/27/17 Ck #: 174 LAKELAND ELECTRIC Page 1 of 1 2,780.43

TP II, LLC				174	
Invoice #	Date	Description	Amount	Discount	Net Due
3241658-12/20/17D	12/27/17	Paid online - we will be reimbursed by	2,780.43		2,780.43

12/27/17 Ck #: 174 1201: LAKELAND ELECTRIC Page 1 of 1 2,780.43



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

ACCOUNT SUMMARY

Billing Date :	12/20/2017
Account Number :	3241658
Total Amount Due :	\$ 2,777.48
Payment Due Date :	01/03/2018
Payments/Credits since Last Bill :	\$ 0.00
Previous Balance Remaining :	\$ 30.93

ACCOUNT DETAIL

	Itemized Charges	Total Charges
Water Irrigation		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 15.80	
Water-1000 gal - 13 @ 2.5.....	\$ 32.50	
Water-1000 gal - 19 @ 3.13.....	\$ 59.47	
Water-1000 gal - 587 @ 4.07.....	\$ 2,389.09	
Inside the City Utility Tax.....	\$ 249.69	
Current Water Irrigation Charges.....		\$ 2,746.55

TOTAL CURRENT CHARGES \$ 2,746.55

FINAL BILL AMOUNT FOR SERVICES \$ 2,777.48

GL: 121050
To be paid by TPIL
035

www.lakelandelectric.com

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

LB171220_0-3589-000000003

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.



001795 000000903



HIGHLAND HOLDINGS INC
C/O HIGHLAND INVESTORS, INC.
3020 S FLORIDA AVE STE 101
LAKELAND FL 33803-4058



23

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

PAYMENT SECTION

Account Number :	3241658
Previous Balance Due	\$ 30.93
Total Amt Due 01/03/2018	\$ 2,777.48
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 000000000277748 000000032416588 0 000000000277748 000000032416588

TP II, LLC
3030 S. Florida Avenue, Suite 101
Lakeland, FL 33803

CenterState Bank
Lakeland, FL
63-1432/631

172

PAY Three Thousand Three Hundred Forty-Two Dollars and 73/100.

To the
order of LAKELAND ELECTRIC

DATE AMOUNT
DEC 27, 2017 \$*****3,342.73

VOID AFTER 180 DAYS

LAKELAND ELECTRIC
PO BOX 32006
LAKELAND, FL 33802

⑈0172⑈ ⑆063114328⑆ 1100023496⑈

TP II, LLC

172

Invoice #	Date	Description	Amount	Discount	Net Due
3298815-12/20/17-	12/20/17	Paid online - we will be reimbursed 1	3,342.73		3,342.73

12/27/17 Ck #: 172 LAKELAND ELECTRIC

Page 1 of 1 3,342.73

TP II, LLC

172

Invoice #	Date	Description	Amount	Discount	Net Due
3298815-12/20/17-	12/20/17	Paid online - we will be reimbursed 1	3,342.73		3,342.73

12/27/17 Ck #: 172 1201: LAKELAND ELECTRIC

Page 1 of 1 3,342.73



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

ACCOUNT SUMMARY

Billing Date :	12/20/2017
Account Number :	3298815
Total Amount Due :	\$ 3,339.78
Payment Due Date :	01/03/2018
Payments/Credits since Last Bill :	\$ 0.00
Previous Balance Remaining :	\$ 2,281.06

ACCOUNT DETAIL

	Itemized Charges	Total Charges
Water Irrigation		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 15.80	
Water-1000 gal - 13 @ 2.5.....	\$ 32.50	
Water-1000 gal - 19 @ 3.13.....	\$ 59.47	
Water-1000 gal - 210 @ 4.07.....	\$ 854.70	
Inside the City Utility Tax.....	\$ 96.25	
Current Water Irrigation Charges.....	\$	1,058.72
TOTAL CURRENT CHARGES		\$ 1,058.72

FINAL BILL AMOUNT FOR SERVICES \$ 3,339.78

To be paid by TP II
GL: 121050

QSS

www.lakelandelectric.com

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

LB171220_0-3591-000000003

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.



001796 000000903



HIGHLAND HOLDINGS INC
 C/O HIGHLAND INVESTORS, INC.
 3020 S FLORIDA AVE STE 101
 LAKELAND FL 33803-4058



23

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

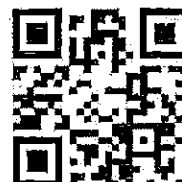
PAYMENT SECTION

Account Number :	3298815
Previous Balance Due	\$ 2,281.06
Total Amt Due 01/03/2018	\$ 3,339.78
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 000000000333978 000000032988156 0 000000000333978 000000032988156



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

ACCOUNT SUMMARY

Billing Date :	01/03/2018
Account Number :	3555224
Total Amount Due :	\$ 594.94
Payment Due Date :	01/31/2018
Payments/Credits since Last Bill :	\$ -1,101.69
Previous Balance was a Credit :	\$ -1,101.69

ACCOUNT DETAIL

	Itemized Charges	Total Charges
Water Irrigation		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 11.64	
Water-1000 gal - 13 @ 2.5.....	\$ 32.50	
Water-1000 gal - 19 @ 3.13.....	\$ 59.47	
Water-1000 gal - 102 @ 4.07.....	\$ 415.14	
Inside the City Utility Tax.....	\$ 51.88	
Current Water Irrigation Charges.....		\$ 570.63
Other Services		
Setup Fee.....	\$ 16.00	
Deposit Charges.....	\$ 1,110.00	
Other Services and Account Charges.....		\$ 1,126.00
TOTAL CURRENT CHARGES		\$ 1,696.63
TOTAL AMOUNT SUBJECT TO PENALTY AFTER 01/31/2018		\$ 594.94

www.lakelandelectric.com

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

LB180103_0-241-000004245

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.



000121 000004245



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



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

PAYMENT SECTION

Account Number :	3555224
Total Amt Due 01/31/2018	\$ 594.94
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 000000000059494 000000035552249 0 000000000059494 000000035552249



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

ACCOUNT SUMMARY

Billing Date :	01/03/2018
Account Number :	3555225
Total Amount Due :	\$ 651.33
Payment Due Date :	01/31/2018
Payments/Credits since Last Bill :	\$ -1,602.45
Previous Balance was a Credit :	\$ -1,602.45

ACCOUNT DETAIL

	Itemized Charges	Total Charges
Water Irrigation		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 11.64	
Water-1000 gal - 13 @ 2.5.....	\$ 32.50	
Water-1000 gal - 19 @ 3.13.....	\$ 59.47	
Water-1000 gal - 117 @ 4.07.....	\$ 476.19	
Inside the City Utility Tax.....	\$ 57.98	
Current Water Irrigation Charges.....		\$ 637.78
Other Services		
Setup Fee.....	\$ 16.00	
Deposit Charges.....	\$ 1,600.00	
Other Services and Account Charges.....		\$ 1,616.00
TOTAL CURRENT CHARGES		\$ 2,253.78
TOTAL AMOUNT SUBJECT TO PENALTY AFTER 01/31/2018		\$ 651.33

www.lakelandelectric.com

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

LB160103_0-243-000004245

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.



000122 000004245



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 01/31/2018	\$ 651.33
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 000000000065133 000000035552256 0 000000000065133 000000035552256



Date	Invoice #
1/1/2018	78807

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 January 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

Hopping Green & Sams

Attorneys and Counselors

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

STATEMENT

December 31, 2017

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

Bill Number 97788
Billed through 11/30/2017

General Counsel/Monthly Meeting

TPKCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

11/02/17	SSW	Confer with Gaarlandt regarding meeting minutes.	0.20 hrs
11/15/17	SSW	Confer with Gaarlandt regarding status of district business and agenda items.	0.40 hrs
11/16/17	AHJ	Prepare updates to district files regarding general election status.	0.10 hrs
Total fees for this matter			\$158.50

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	145 /hr	\$14.50
Warren, Sarah S.	0.60 hrs	240 /hr	\$144.00

TOTAL FEES \$158.50

TOTAL CHARGES FOR THIS MATTER \$158.50

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	145 /hr	\$14.50
Warren, Sarah S.	0.60 hrs	240 /hr	\$144.00

TOTAL FEES \$158.50

TOTAL CHARGES FOR THIS BILL \$158.50

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

January 3, 2018

Towne Park Community Development District
c/o Mr. Joe MacLaren
Fishkind & Associates, Inc.
12051 Corporate Boulevard
Orlando, Florida 32817

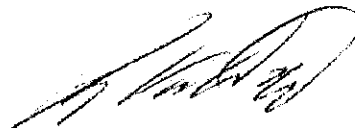
Re: Towne Park Community Development District

Dear Joe:

Enclosed please find our billing statement on behalf of the Towne Park Community Development District (the "District"), for services rendered and expenses incurred through the month of November, 2017. 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

Enclosure

**TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #68

1/11/2018

Item No.	Payee	Invoice Number	General Fund
1	TP II, LLC To reimburse for the two Lakeland Electric Invoices		\$ 6,123.16
2	Lakeland Electric Billing Date 01.03.2018	3555224.2018.01	\$ 594.94
	Billing Date 01.03.2018	3555225-2018.01	\$ 651.33
3	Floralawn Monthly Lawn Maintenance - 2018.01	78807	\$ 1,805.00
4	Hopping Green & Sams Legal Services through 11.30.2017	97788	\$ 158.50
TOTAL			\$ 9,332.93

Chairperson

Elizabeth Q Malhotra

From: Lisa Olinger <l.olinger@highlandhomes.org>
Sent: Thursday, December 28, 2017 9:13 AM
To: Elizabeth Q Malhotra; Milton Andrade
Cc: Ashley Taylor; Brittany Patrick
Subject: RE: 5107 White Egret / 3606 Peregrine Way
Attachments: 3812_001.pdf; 3813_001.pdf

Good Morning!

Please reimburse TP II, LLC a total of \$6,123.16 for the two Lakeland Electric Invoices. These were paid on line yesterday, using the checks attached.

Thanks for your help!

Lisa

From: Elizabeth Q Malhotra [mailto:elizabethm@fishkind.com]
Sent: Wednesday, December 27, 2017 4:49 PM
To: Lisa Olinger <l.olinger@highlandhomes.org>; Milton Andrade <m.andrade@highlandhomes.org>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>; Brittany Patrick <b.patrick@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Thank you!

Have a wonderful evening!

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: Lisa Olinger [mailto:l.olinger@highlandhomes.org]
Sent: Wednesday, December 27, 2017 4:40 PM
To: Milton Andrade <m.andrade@highlandhomes.org>; Elizabeth Q Malhotra <elizabethm@fishkind.com>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>; Brittany Patrick <b.patrick@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

I sure can. Thanks!

From: Milton Andrade
Sent: Wednesday, December 27, 2017 4:30 PM

To: Elizabeth Q Malhotra <elizabethm@fishkind.com>; Lisa Olinger <l.olinger@highlandhomes.org>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>; Brittany Patrick <b.patrick@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Lisa,
Can you handle please?

Milton Andrade
Director of Land Development
Highland Homes
3020 S. Florida Ave, Suite 101
Lakeland, FL 33803
office - 863.619.7103 Ext. 334
cell - 407.620.5833



From: Elizabeth Q Malhotra [<mailto:elizabethm@fishkind.com>]
Sent: Wednesday, December 27, 2017 4:24 PM
To: Milton Andrade <m.andrade@highlandhomes.org>; Lisa Olinger <l.olinger@highlandhomes.org>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>; Brittany Patrick <b.patrick@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Okay, no problem. Can I get a payment request from HH?

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
FISHKIND
www.fishkind.com
Orlando – Port St. Lucie

From: Milton Andrade [<mailto:m.andrade@highlandhomes.org>]
Sent: Wednesday, December 27, 2017 4:20 PM
To: Lisa Olinger <l.olinger@highlandhomes.org>; Elizabeth Q Malhotra <elizabethm@fishkind.com>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>; Brittany Patrick <b.patrick@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Elizabeth,
I missed your last sentence in your email.

Reimbursement will be requested from the CDD for HH paying these accounts. Regardless of whose account it was under during usage, usage has always been for common areas which are the responsibility of the CDD. In a perfect world, the accounts should have been initially set up under the CDD. However, since meters are needed asap, typically the developer opens up the accounts under their name (to speed up the process of installing meter) and then transfer. Again, regardless, usage and cost is for the benefit of the CDD.

Sincerely,

Milton Andrade
Director of Land Development
Highland Homes
3020 S. Florida Ave, Suite 101
Lakeland, FL 33803
office - 863.619.7103 Ext. 334
cell - 407.620.5833



From: Lisa Olinger
Sent: Wednesday, December 27, 2017 4:11 PM
To: Milton Andrade <m.andrade@highlandhomes.org>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>
Subject: FW: 5107 White Egret / 3606 Peregrine Way

Milton,

Will the CDD be reimbursing TP II for the Lakeland Electric invoices?

Lisa

From: Ashley Taylor
Sent: Wednesday, December 27, 2017 4:05 PM
To: Lisa Olinger <l.olinger@highlandhomes.org>
Subject: FW: 5107 White Egret / 3606 Peregrine Way

FYI

From: Milton Andrade
Sent: Wednesday, December 27, 2017 3:34 PM
To: Elizabeth Q Malhotra <elizabethm@fishkind.com>
Cc: Brittany Patrick <b.patrick@highlandhomes.org>; Ashley Taylor <a.taylor@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Brittany,

Please process these. These will be the last bills for these accounts. Cost code 085

Milton Andrade
Director of Land Development
Highland Homes
3020 S. Florida Ave, Suite 101
Lakeland, FL 33803
office - 863.619.7103 Ext. 334
cell - 407.620.5833



From: Elizabeth Q Malhotra [<mailto:elizabethm@fishkind.com>]
Sent: Wednesday, December 27, 2017 3:10 PM
To: Milton Andrade <m.andrade@highlandhomes.org>
Cc: Brittany Patrick <b.patrick@highlandhomes.org>; Ashley Taylor <a.taylor@highlandhomes.org>
Subject: RE: 5107 White Egret / 3606 Peregrine Way

Milton,

Just to be clear - Lakeland Electric assigned different account numbers for 3606 Peregrine Way and 5107 White Egret. I spoke with LE representative and she stated that irrigation services for the CDD will be connected tomorrow. With that said, these bills are still under the HH account and should be processed and paid by HH. Refunds, if any, will be issued by Lakeland Electric.

Thanks!

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: Milton Andrade [<mailto:m.andrade@highlandhomes.org>]
Sent: Wednesday, December 27, 2017 2:24 PM
To: Elizabeth Q Malhotra <elizabethm@fishkind.com>
Cc: Brittany Patrick <b.patrick@highlandhomes.org>; Ashley Taylor <a.taylor@highlandhomes.org>
Subject: FW: 5107 White Egret / 3606 Peregrine Way

Elizabeth,
See attached. Please take care of now that accounts have been transferred to CDD.

Thanks,

Milton Andrade
Director of Land Development
Highland Homes
3020 S. Florida Ave, Suite 101
Lakeland, FL 33803
office - 863.619.7103 Ext. 334
cell - 407.620.5833



From: Brittany Patrick
Sent: Wednesday, December 27, 2017 2:22 PM
To: Milton Andrade <m.andrade@highlandhomes.org>
Cc: Ashley Taylor <a.taylor@highlandhomes.org>
Subject: FW: 5107 White Egret / 3606 Peregrine Way

Hey Milton! Please see attached. We received two final invoices (5107 White Egret / 3606 Peregrine Way) with notes saying accounts were to be transferred to CDD. Should we go ahead and pay both of these and then get reimbursed by CDD or send straight to them? Thank you!

Brittany Patrick
Accounts Payable
Highland Homes
863-619-7103 x 231

TP II, LLC
3020 S. Florida Avenue, Suite 101
Lakeland, FL 33803

CenterState Bank
Lakeland, FL

63-1432/631

174

PAY Two Thousand Seven Hundred Eighty Dollars and 43/100.

To the
order of LAKELAND ELECTRIC

DATE	AMOUNT
DEC 27, 2017	\$*****2,780.43

VOID AFTER 180 DAYS

LAKELAND ELECTRIC
PO BOX 32006
LAKELAND, FL 33802

⑈0174⑈ ⑆063114328⑆ 1100023496⑈

174

TP II, LLC

Invoice #	Date	Description	Amount	Discount	Net Due
3241658-12/20/17D	12/27/17	Paid online - we will be reimbursed by	2,780.43		2,780.43

12/27/17 Ck #: 174 LAKELAND ELECTRIC

Page 1 of 1 2,780.43

174

TP II, LLC

Invoice #	Date	Description	Amount	Discount	Net Due
3241658-12/20/17D	12/27/17	Paid online - we will be reimbursed by	2,780.43		2,780.43

12/27/17 Ck #: 174 1201: LAKELAND ELECTRIC

Page 1 of 1 2,780.43



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

ACCOUNT SUMMARY

Billing Date :	12/20/2017
Account Number :	3241658
Total Amount Due :	\$ 2,777.48
Payment Due Date :	01/03/2018
Payments/Credits since Last Bill :	\$ 0.00
Previous Balance Remaining :	\$ 30.93

ACCOUNT DETAIL

	Itemized Charges	Total Charges
Water Irrigation		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 15.80	
Water-1000 gal - 13 @ 2.5.....	\$ 32.50	
Water-1000 gal - 19 @ 3.13.....	\$ 59.47	
Water-1000 gal - 587 @ 4.07.....	\$ 2,389.09	
Inside the City Utility Tax.....	\$ 249.69	
Current Water Irrigation Charges.....		\$ 2,746.55

TOTAL CURRENT CHARGES \$ 2,746.55

FINAL BILL AMOUNT FOR SERVICES \$ 2,777.48

GL: 121050
To be paid by TPII
[Signature]

www.lakelandelectric.com

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

LB171220_0-3580-000000003

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.



001795 000000903



HIGHLAND HOLDINGS INC
C/O HIGHLAND INVESTORS, INC.
3020 S FLORIDA AVE STE 101
LAKELAND FL 33803-4058

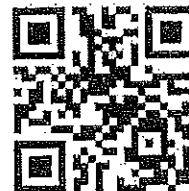
PAYMENT SECTION

Account Number :	3241658
Previous Balance Due	\$ 30.93
Total Amt Due 01/03/2018	\$ 2,777.48
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.



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

0 00000000277748 000000032416588 0 00000000277748 000000032416588

TP II, LLC
3020 S. Florida Avenue, Suite 101
Lakeland, FL 33803

CenterState Bank
Lakeland, FL
63-1432/631

172

PAY Three Thousand Three Hundred Forty-Two Dollars and 73/100.

To the
order of LAKELAND ELECTRIC

DATE AMOUNT
DEC 27, 2017 \$*****3,342.73

VOID AFTER 180 DAYS

LAKELAND ELECTRIC
PO BOX 32006
LAKELAND, FL 33802

⑈0172⑈ ⑆063114328⑆ 1100023496⑈

172

TP II, LLC					
Invoice #	Date	Description	Amount	Discount	Net Due
3298815-12/20/17-	12/20/17	Paid online - we will be reimbursed t	3,342.73		3,342.73

12/27/17 Ck #: 172 LAKELAND ELECTRIC

Page 1 of 1 3,342.73

172

TP II, LLC					
Invoice #	Date	Description	Amount	Disconnt	Net Due
3298815-12/20/17-	12/20/17	Paid online - we will be reimbursed t	3,342.73		3,342.73

12/27/17 Ck #: 172 1201: LAKELAND ELECTRIC

Page 1 of 1 3,342.73



Retain This Portion For Your Records

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

ACCOUNT SUMMARY

Billing Date :	12/20/2017
Account Number :	3298815
Total Amount Due :	\$ 3,339.78
Payment Due Date :	01/03/2018
Payments/Credits since Last Bill :	\$ 0.00
Previous Balance Remaining :	\$ 2,281.06

ACCOUNT DETAIL

	Itemized Charges	Total Charges
Water Irrigation		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 15.80	
Water-1000 gal - 13 @ 2.5.....	\$ 32.50	
Water-1000 gal - 19 @ 3.13.....	\$ 59.47	
Water-1000 gal - 210 @ 4.07.....	\$ 854.70	
Inside the City Utility Tax.....	\$ 96.25	
Current Water Irrigation Charges.....		\$ 1,058.72

TOTAL CURRENT CHARGES \$ 1,058.72

FINAL BILL AMOUNT FOR SERVICES \$ 3,339.78

To be paid by TP II
GL: 121050

~~Q885~~

www.lakelandelectric.com

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

LB171220_0-3591-000000003

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.



001796 000000903



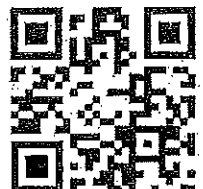
HIGHLAND HOLDINGS INC
C/O HIGHLAND INVESTORS, INC.
3020 S FLORIDA AVE STE 101
LAKELAND FL 33803-4058

PAYMENT SECTION

Account Number :	3298815
Previous Balance Due	\$ 2,281.06
Total Amt Due 01/03/2018	\$ 3,339.78
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.

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

0000000000333978 0000000032988156 0 0000000000333978 0000000032988156



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

ACCOUNT SUMMARY

Billing Date : 01/03/2018
Account Number : 3555224
Total Amount Due : \$ 594.94
Payment Due Date : 01/31/2018
Payments/Credits since Last Bill : \$ -1,101.69
Previous Balance was a Credit : \$ -1,101.69

ACCOUNT DETAIL

	Itemized Charges	Total Charges
Water Irrigation		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 11.64	
Water-1000 gal - 13 @ 2.5.....	\$ 32.50	
Water-1000 gal - 19 @ 3.13.....	\$ 59.47	
Water-1000 gal - 102 @ 4.07.....	\$ 415.14	
Inside the City Utility Tax.....	\$ 51.88	
Current Water Irrigation Charges.....		\$ 570.63
Other Services		
Setup Fee.....	\$ 16.00	
Deposit Charges.....	\$ 1,110.00	
Other Services and Account Charges.....		\$ 1,126.00
TOTAL CURRENT CHARGES		\$ 1,696.63
TOTAL AMOUNT SUBJECT TO PENALTY AFTER 01/31/2018		\$ 594.94

www.lakelandelectric.com

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

LB180103_0-241-000004245

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.



000121 000004245



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

PAYMENT SECTION

Account Number : 3555224
Total Amt Due 01/31/2018 \$ 594.94
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.



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

0 0000000000059494 000000035552249 0 0000000000059494 000000035552249



Retain This Portion For Your Records

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

ACCOUNT SUMMARY

Billing Date :	01/03/2018
Account Number :	3555225
Total Amount Due :	\$ 651.33
Payment Due Date :	01/31/2018
Payments/Credits since Last Bill :	\$ -1,602.45
Previous Balance was a Credit :	\$ -1,602.45

ACCOUNT DETAIL

	Itemized Charges	Total Charges
Water Irrigation		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 11.64	
Water-1000 gal - 13 @ 2.5.....	\$ 32.50	
Water-1000 gal - 19 @ 3.13.....	\$ 59.47	
Water-1000 gal - 117 @ 4.07.....	\$ 476.19	
Inside the City Utility Tax.....	\$ 57.98	
Current Water Irrigation Charges.....		\$ 637.78
Other Services		
Setup Fee.....	\$ 16.00	
Deposit Charges.....	\$ 1,600.00	
Other Services and Account Charges.....		\$ 1,616.00
TOTAL CURRENT CHARGES		\$ 2,253.78
TOTAL AMOUNT SUBJECT TO PENALTY AFTER 01/31/2018		\$ 651.33

www.lakelandelectric.com

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

LB180103_0-243-000004245

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.



000122 000004245



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



2

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

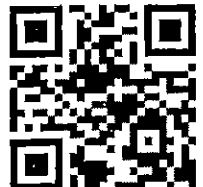
PAYMENT SECTION

Account Number :	3555225
Total Amt Due 01/31/2018	\$ 651.33
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 0000000000065133 000000035552256 0 0000000000065133 000000035552256



Balance Due	\$1,805.00
--------------------	-------------------

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 8526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

December 31, 2017

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

Bill Number 97788
Billed through 11/30/2017

General Counsel/Monthly Meeting

TPKCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

11/02/17	SSW	Confer with Gaarlandt regarding meeting minutes.	0.20 hrs
11/15/17	SSW	Confer with Gaarlandt regarding status of district business and agenda items.	0.40 hrs
11/16/17	AHJ	Prepare updates to district files regarding general election status.	0.10 hrs
Total fees for this matter			\$158.50

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	145 /hr	\$14.50
Warren, Sarah S.	0.60 hrs	240 /hr	\$144.00

TOTAL FEES \$158.50

TOTAL CHARGES FOR THIS MATTER \$158.50

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	145 /hr	\$14.50
Warren, Sarah S.	0.60 hrs	240 /hr	\$144.00

TOTAL FEES \$158.50

TOTAL CHARGES FOR THIS BILL \$158.50

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

January 3, 2018

Towne Park Community Development District
c/o Mr. Joe MacLaren
Fishkind & Associates, Inc.
12051 Corporate Boulevard
Orlando, Florida 32817

Re: Towne Park Community Development District

Dear Joe:

Enclosed please find our billing statement on behalf of the Towne Park Community Development District (the "District"), for services rendered and expenses incurred through the month of November, 2017. 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

Enclosure

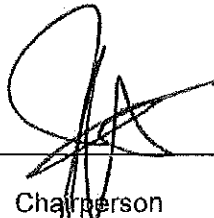
**TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #69

1/25/2018

Item No.	Payee	Invoice Number	General Fund
1	Floralawn		
	One time cost - Clean Up	76957	\$ 1,800.00
	Monthly Inspection - 2018.01	79124	\$ 189.37
2	Fishkind & Associates, Inc.		
	DM Fee and Reimbursables - 2018.01	22055	\$ 2,221.06

TOTAL \$ 4,210.43



Chairperson



P.O. Box 91597
Lakeland, FL 33804

Invoice

Date	Invoice #
8/21/2017	76957

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	<p>Towne Park II cleaned up community before we start service Mow all common areas as well as retention ponds, all debris will be cleaned and hauled off.</p> <p>ONE TIME COST Approved by Denise Abernethy FY 2017</p> <p>PA 69</p>	1,800.00	1,800.00

Thank you for your business.

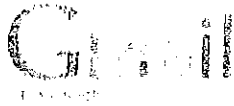
Total \$1,800.00

Balance Due \$1,800.00

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

1/25/2018

Floralawn, Premier Lawn and Pest Mail - RE: Towne Park II Clean up



Damon Smith <damon.smith@floralawn.com>

RE: Towne Park II Clean up

1 message

Denise Abercrombie <d.abercrombie@highlandhomes.org>
To: Damon Smith <damon.smith@floralawn.com>

Fri, Aug 18, 2017 at 8:26 AM

Thank you please proceed

From: Damon Smith [mailto:damon.smith@floralawn.com]
Sent: Thursday, August 17, 2017 3:32 PM
To: Denise Abercrombie <d.abercrombie@highlandhomes.org>
Subject: Re: Towne Park II Clean up

Denise, This is a one time cost. This will include all common areas and the retention ponds we can get to. I have a crew set up for Tomorrow to start this.

Thank you.

Damon Smith

Account Manager

damon.smith@floralawn.com

tel 863-668-0494

cell 863-604-6204

fax 863-668-0495

www.floralawn.com

On Thu, Aug 17, 2017 at 2:30 PM, Denise Abercrombie <d.abercrombie@highlandhomes.org> wrote:

Please see Joel's response below. Will you be able to get a crew there right away?

Please advise.

Denise

Warm Regards,



P.O. Box 91597
Lakeland, FL 33804

Invoice

Date	Invoice #
1/22/2018	79124

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 Irrigation Inspection as per agreement for January 2018 Parts and Labor: (2) 4" Rotor Service Completed: 1/11/18	189.37	189.37

Thank you for your business.

Total \$189.37

Balance Due \$189.37

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

Invoice #:	22055
------------	-------

\$2,221.06

Account Summary Report

Date Range: Dec 1, 2017 to Dec 31st, 2017

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Serial Number	P&P 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		9	\$4.140

Grand Total

\$4.140

UPS No: 1Z1Y9R280391717269 Pickup Date: 12/15/2017 Service Level: Commercial Ground Weight: 1 lb Zone: 006 Payer: Shipper		Shipper: FISHKIND & ASSOCIATES 12051 CORPORATE BLVD ORLANDO FL 32817 AMANDA LANE	Receiver: U.S. BANK, N.A.-CDD EP-MN-01LB 1200 ENERGY PARK DRIVE SAINT PAUL MN 55108 LOCKBOX SERVICES-12-	Freight: 11.71 Fuel Surcharge: 0.74	9.37 0.59
Total: 12.45				9.96	12.45
Sub Total: 12.45				9.96	12.45

Bill Reference: GID, HMII, MCID, Towne

GID, HMII, MCID, Towne

1 count

2.44

18.89

Invoice No 1712104548
 Invoice Date 12/20/2017
 Account No W20389987/1Y9R28
 Account FISHKIND & ASSOCIATES



Original Charges

Invoice Detail

UPS No: 1Z1Y9R280397601319
 Pickup Date 12/08/2017
 Service Level Commercial Ground
 Weight 1 lb
 Zone 006
 Payer Shipper
 Shipper FISHKIND & ASSOCIATES
 12051 CORPORATE BLVD
 ORLANDO
 FL 32817
 Shipper AMANDA LANE
 BbC,Grove,HMii,LRSD,Towne
 Receiver U.S. BANK, N.A.-CDD
 EP-MN-01LB
 1200 ENERGY PARK DRIVE
 SAINT PAUL
 MN 55108
 LOCKBOX SERVICES-12-

Bill Reference: BbC,Grove,HMii,LRSD,Towne
 BbC,Grove,HMii,LRSD,Towne

Billing	
Freight	Price
Fuel Surcharge	15.73
	0.99
	12.58
	0.79
Total	16.72
Sub-Total	13.37

1 count

267

UPS No: 1Z1Y9R281397152536		Shipper	Receiver	Freight	
Pickup Date	12/14/2017	FISHKIND & ASSOCIATES	EGIS INSURANCE ADVISORS	62.70	50.16
Service Level	Next Day Air Saver	12051 CORPORATE BLVD	LLC	4.09	3.27
Weight	1 lb	ORLANDO	LOCKBOX 234021		
Zone	135	FL 32817	4900 W. 95TH ST.		
Payer	Shipper		OAK LAWN		
		USA MALHOTRA	IL 60453		
			FIFTH THIRD WHOLESAL		
Bill Reference: Towne Park				Total	53.43
- Carrier has audited this shipment and it has been reweighed from its tendered weight of 1-lbs				Sub Total	53.43
Towne Park				1 count	

**Towne Park
Community Development District**

Monthly Financials

(provided under separate cover)

Towne Park CDD
Statement of Financial Position
As of 12/31/2017

	General Fund	Debt Service Funds	Capital Projects Fund	Long Term Debt Group	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$32,982.44				\$32,982.44
Accounts Receivable - Due from Developer	263.55				263.55
Assessments Receivable	53,949.20				53,949.20
Deposits	2,700.00				2,700.00
Debt Service Reserve A1 Bond		\$210,137.50			210,137.50
Revenue A1 Bond		1,254.64			1,254.64
Prepayment A1 Bond		30,843.02			30,843.02
Accounts Receivable - Due from Developer			\$14,344.00		14,344.00
Acquisition/Construction A1 Bond			3,421.09		3,421.09
Total Current Assets	<u>\$89,895.19</u>	<u>\$242,235.16</u>	<u>\$17,765.09</u>	<u>\$0.00</u>	<u>\$349,895.44</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$242,235.16	\$242,235.16
Amount To Be Provided				2,717,764.84	2,717,764.84
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,960,000.00</u>	<u>\$2,960,000.00</u>
Total Assets	<u><u>\$89,895.19</u></u>	<u><u>\$242,235.16</u></u>	<u><u>\$17,765.09</u></u>	<u><u>\$2,960,000.00</u></u>	<u><u>\$3,309,895.44</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$1,800.00				\$1,800.00
Deferred Revenue	53,949.20				53,949.20
Accounts Payable			\$14,344.00		14,344.00
Total Current Liabilities	<u>\$55,749.20</u>	<u>\$0.00</u>	<u>\$14,344.00</u>	<u>\$0.00</u>	<u>\$70,093.20</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$2,960,000.00	\$2,960,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,960,000.00</u>	<u>\$2,960,000.00</u>
Total Liabilities	<u><u>\$55,749.20</u></u>	<u><u>\$0.00</u></u>	<u><u>\$14,344.00</u></u>	<u><u>\$2,960,000.00</u></u>	<u><u>\$3,030,093.20</u></u>
<u>Net Assets</u>					
Net Assets - General Government	\$4,088.57				\$4,088.57
Current Year Net Assets - General Government	30,057.42				30,057.42
Net Assets, Unrestricted		\$257,385.71			257,385.71
Current Year Net Assets, Unrestricted		(15,150.55)			(15,150.55)
Net Assets, Unrestricted			\$3,419.68		3,419.68
Current Year Net Assets, Unrestricted			1.41		1.41
Total Net Assets	<u>\$34,145.99</u>	<u>\$242,235.16</u>	<u>\$3,421.09</u>	<u>\$0.00</u>	<u>\$279,802.24</u>
Total Liabilities and Net Assets	<u><u>\$89,895.19</u></u>	<u><u>\$242,235.16</u></u>	<u><u>\$17,765.09</u></u>	<u><u>\$2,960,000.00</u></u>	<u><u>\$3,309,895.44</u></u>

Towne Park CDD
Statement of Activities
As of 12/31/2017

	General Fund	Debt Service Funds	Capital Projects Fund	Long Term Debt Group	Total
<u>Revenues</u>					
Off-Roll Assessments	\$54,498.47				\$54,498.47
Off-Roll Assessments		\$152,287.19			152,287.19
Total Revenues	<u>\$54,498.47</u>	<u>\$152,287.19</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$206,785.66</u>
<u>Expenses</u>					
D&O Insurance	\$2,356.00				\$2,356.00
Trustee Services	2,788.03				2,788.03
Management	6,249.99				6,249.99
Dissemination Agent	4,000.00				4,000.00
District Counsel	155.46				155.46
Postage & Shipping	5.44				5.44
Legal Advertising	46.75				46.75
Web Site Maintenance	225.00				225.00
Dues, Licenses, and Fees	175.00				175.00
General Insurance	2,946.00				2,946.00
Landscaping Maintenance & Material	5,493.83				5,493.83
Principal Payment - A1 Bond		\$85,000.00			85,000.00
Interest Payments - A1 bond		82,568.75			82,568.75
Total Expenses	<u>\$24,441.50</u>	<u>\$167,568.75</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$192,010.25</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$0.45				\$0.45
Interest Income		\$131.01			131.01
Interest Income			\$1.41		1.41
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.45</u>	<u>\$131.01</u>	<u>\$1.41</u>	<u>\$0.00</u>	<u>\$132.87</u>
Change In Net Assets	\$30,057.42	(\$15,150.55)	\$1.41	\$0.00	\$14,908.28
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>\$34,145.99</u></u>	<u><u>\$242,235.16</u></u>	<u><u>\$3,421.09</u></u>	<u><u>\$0.00</u></u>	<u><u>\$279,802.24</u></u>

Towne Park CDD
Budget to Actual
For the Month Ending 12/31/2017

	YTD Actual	YTD Budget	YTD Variance	FY 2018 Adopted Budget
<u>Revenues</u>				
Off-Roll Assessments	\$ 54,498.47	\$ 41,250.00	\$ 13,248.47	\$ 165,000.00
Net Revenues	<u>\$ 54,498.47</u>	<u>\$ 41,250.00</u>	<u>\$ 13,248.47</u>	<u>\$ 165,000.00</u>
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 4,000.00
D&O Insurance	2,356.00	625.00	1,731.00	2,500.00
Trustee Services	2,788.03	1,000.00	1,788.03	4,000.00
Management	6,249.99	6,250.00	(0.01)	25,000.00
Engineering	-	2,500.00	(2,500.00)	10,000.00
Dissemination Agent	4,000.00	-	4,000.00	-
District Counsel	155.46	6,250.00	(6,094.54)	25,000.00
Audit	-	1,250.00	(1,250.00)	5,000.00
Travel and Per Diem	-	125.00	(125.00)	500.00
Telephone	-	50.00	(50.00)	200.00
Postage & Shipping	5.44	37.50	(32.06)	150.00
Copies	-	375.00	(375.00)	1,500.00
Legal Advertising	46.75	1,250.00	(1,203.25)	5,000.00
Bank Fees	-	62.50	(62.50)	250.00
Miscellaneous	-	2,062.50	(2,062.50)	8,250.00
Web Site Maintenance	225.00	225.00	-	900.00
Dues, Licenses, and Fees	175.00	62.50	112.50	250.00
Aquatic Contract	-	2,500.00	(2,500.00)	10,000.00
General Insurance	2,946.00	625.00	2,321.00	2,500.00
Property & Casualty	-	1,250.00	(1,250.00)	5,000.00
Clubhouse & Pool Maintenance	-	2,500.00	(2,500.00)	10,000.00
Landscaping Maintenance & Material	5,493.83	10,000.00	(4,506.17)	40,000.00
Streetlights	-	1,250.00	(1,250.00)	5,000.00
Total General & Administrative Expenses	<u>\$ 24,441.50</u>	<u>\$ 41,250.00</u>	<u>\$ (16,808.50)</u>	<u>\$ 165,000.00</u>
 Total Expenses	 <u>\$ 24,441.50</u>	 <u>\$ 41,250.00</u>	 <u>\$ (16,808.50)</u>	 <u>\$ 165,000.00</u>
Income (Loss) from Operations	\$ 30,056.97	\$ -	\$ 30,056.97	\$ -
<u>Other Income (Expense)</u>				
Interest Income	\$ 0.45	\$ -	\$ 0.45	\$ -
Total Other Income (Expense)	<u>\$ 0.45</u>	<u>\$ -</u>	<u>\$ 0.45</u>	<u>\$ -</u>
Net Income (Loss)	<u><u>\$ 30,057.42</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 30,057.42</u></u>	<u><u>\$ -</u></u>