

# **Towne Park Community Development District**

12051 Corporate Boulevard, Orlando, FL 32817; 407.723.5900

[www.towneparkcdd.com](http://www.towneparkcdd.com)

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The following is the proposed agenda for the Board of Supervisors' Meeting for the Towne Park Community Development District, scheduled to be held **Thursday, July 11, 2019 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: 1-866-546-3377

Participant Code: 964985

## **PROPOSED BOARD OF SUPERVISORS' MEETING AGENDA**

### **Administrative Matters**

- Roll Call to Confirm Quorum
- Public Comment Period [for any members of the public desiring to speak on any proposition before the Board]
- 1. **Consideration of Minutes of the June 10, 2019 Board of Supervisors Meeting**
- 2. **Consideration of Resolution 2019-11, Appointing District Officers**
- 3. **Consideration of Resolution 2019-12, Annual Meeting Schedule for Fiscal Year 2019/2020**

### **Business Matters**

- 4. **Public Hearing on the Adoption of the District's Fiscal Year 2019-2020 Budget**
  - o Public Comments and Testimony
  - o Board Comments
  - o **Consideration of Resolution 2019-13, Adopting a Fiscal Year 2019-2020 Budget and Appropriating Funds**
- 5. **Public Hearing on the Imposition of Special Assessments to Fund the District's Fiscal Year 2019-2020 Budget**
  - o Public Comments and Testimony
  - o Board Comments
  - o **Consideration of Resolution 2019-14, Adopting an Assessment Roll for Fiscal Year 2019-2020 and Certifying Special Assessments for Collection**
- 6. **Public Hearing on Imposition of Debt Assessments**
  - o Public Comments and Testimony
  - o Board Comments
  - o **Consideration of Resolution 2019-15, Levying Debt Special Assessment**  
*(provided under separate cover)*



7. **Consideration of Authorization to Issue RFP for Phase 3 and Phase 4 Construction and Approval of Evaluation Criteria**
8. **Ratification of Payment Authorization No. 109 – 110**
9. **Consideration of Monthly Financials** *(provided under separate cover)*

**Other Business**

**10. Staff Reports**

- District Counsel
- District Engineer
- District Manager
  - o Review of Amenity Facility Policies

**Supervisor Requests and Audience Comments**

**Adjournment**

**Towne Park  
Community Development District**

**Minutes**

## **MINUTES OF MEETING**

### **TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING**

***Monday, June 10, 2019 at 2:09 p.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	
Brian Walsh	Board Member	
Jeffery Shenefield	Board Member	
Scott Shapiro	Board Member	(via phone)

Also Present:

Roy Van Wyk	Hopping Green & Sams, P.A.	
Jane Gaarlandt	PFM	
Sonali Patil	PFM	(via phone)
Monica Sutura	PFM	(via phone)
Jennifer Glasgow	PFM	(via phone)
Kevin Plenzler	PFM	(via phone)
Bob Gang	Greenberg Traurig, P.A.	(via phone)
Heather E. Wertz	Absolute Engineering, Inc.	(via phone)
Nicole Hill	Winter Haven Management Services	(via phone)

### **FIRST ORDER OF BUSINESS**

### **Call to Order and Roll Call**

The meeting was called to order at approximately 2:09 p.m. The Board Members and staff in attendance are as outlined above.

### **SECOND ORDER OF BUSINESS**

### **Public Comment Period**

There were no members of the public present at this time.



### **THIRD ORDER OF BUSINESS**

#### **Consideration of the Minutes of the May 9, 2019 Board of Supervisors Meeting**

The Board reviewed the minutes of the May 9, 2019 Board of Supervisors Meeting.

ON MOTION by Mr. Walsh, seconded by Mr. Adams, with all in favor, the Board approved the Minutes of the May 9, 2019 Board of Supervisors Meeting.

### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2019-07, Declaring Special Assessments**

Ms. Gaarlandt distributed additional information from previous years.

The Board reviewed the resolution. Mr. Adams asked District staff if there would be excess revenue for the 2019 Fiscal Year. Ms. Sutera responded that there should be enough to get through the rest of the year but is unsure what the expenses will be in the next couple of months.

A discussion took place about the budget and line items were adjusted.

Ms. Glasgow stated that the platted property in Phase 2A, 2B and 3A has a net O&M Assessment of \$593.43 and a gross O&M Assessment of \$638.10. Phases 3B and 3C are unplatted with a net O&M Assessment of \$29.67 per acre and a gross O&M Assessment of \$31.90 per acre.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board adopted Resolution 2019-07, Declaring Special Assessments.

### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2019-08, Setting Public Hearing on the Imposition of O&M Special Assessments**

District staff recommended July 11, 2019 as the public hearing at 11:00 a.m.

ON MOTION by Mr. Adams, seconded by Mr. Shenefield, with all in favor, the Board adopted Resolution 2019-08, Setting Public Hearing on the Imposition of O&M Special Assessments for July 11, 2019 at 11:00 a.m.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Matters Relative to Phase 3B (Riverside Phase 2), Series 2019 Bonds**

- a) Supplemental Assessment Methodology Report
- b) Resolution 2019-09, Delegation Resolution
  - Supplemental Indenture

Mr. Pienzler presented the Supplemental Assessment Methodology Report.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved the Supplemental Assessment methodology Report.

Ms. Wertz updated the Board on the small changes she made to the Engineer's Report tables. There was a small modification to the Probable Cost Chart.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved the Third Supplemental Engineer's Report.

Mr. Gang provided details of the Delegation Resolution to the Board. Attached to it is the Supplemental Indenture.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board adopted Resolution 2019-09, Delegation Resolution.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of resolution 2019-10, Declaring Debt Special Assessments**

Mr. Van Wyk presented Resolution 2019-10 to the Board.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board adopted Resolution 2019-10, Declaring Debt Special Assessments.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Hopping, Green  
& Sams Proposal for Riverstone Phase  
2 Financing**

Mr. Van Wyk presented a proposal for Riverstone Phase 2 financing.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board approved the Hopping, Green & Sams proposal for Riverstone Phase 2 Financing.

**NINTH ORDER OF BUSINESS**

**Ratification of Payment Authorization  
No. 107 - 108**

The Board reviewed Payment Authorization No. 107 – 108.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board ratified Payment Authorization No. 107 – 108.

Mr. Shapiro asked Ms. Wertz about the Medulla Road extension being dedicated to City of Lakeland. However in the dedication there is no language that the City will maintain landscaping. Ms. Wertz stated that it is a CDD responsibility to maintain the landscaping. The City will maintain everything within the right of way including the bike path, roadway, and sidewalks.

Mr. Gang stated that on the assessment resolution, the 6 lots are subject to assessments in Assessment area #1. It does not have to do with the current financing. Mr. Van Wyk explained that it is just to give notice and put the new lots on the roll coming up for Debt.

**TENTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the monthly financials. Ms. Gaarlandt noted that the financials are through May 31, 2019. There was no action required by the Board.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Staff Reports**

**District Counsel –** Mr. Adams asked if Riverstone 3B Bonds closed. Mr. Van Wyk stated that was the Delegation Resolution that the Board just approved.

**District Engineer –** Ms. Wertz asked Mr. Van Wyk when he expects to close on the Bonds for Riverstone Phase 2. Mr. Van Wyk stated that a date has not been set and he does not think it will be until July 11, 2019.

She stated that the Towne Park Phase 2A project has not been transferred to SWFWMD because Phase 2A and 2B were permitted together. As soon as 2B is complete the District can do the 2A and 2B transfer to SWFWMD, then the CDD can certify Phase 2A is complete. Mr. Van Wyk asked if Mr. Adams needs to sign the permit to transfer. Mr. Wertz answered yes.

Mr. Adams will make sure that his team follow up to make sure they have the as-builts in motion. Mr. Van Wyk requested a motion to authorize the Chair to execute any documents necessary for the transfer of the SWFWMD permit.

ON MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Board authorized the Chair to execute any documents necessary for the transfer of the SWFWMD permit.

**District Manager –** Mr. Van Wyk requested that District staff circulate the updated budget and assessments schedule and send them to the Board Members.

#### **TWELFTH ORDER OF BUSINESS**

#### **Supervisor Requests and Audience Comments**

There were no Supervisor requests or audience comments.

#### **THIRTEENTH ORDER OF BUSINESS**

#### **Adjournment**

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

ON MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Board adjourned the June 10, 2019 Board of Supervisor's Meeting for the Towne Park Community Development District.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman



**Towne Park  
Community Development District**

**Resolution 2019-11**

**RESOLUTION 2019-11**

**A RESOLUTION ELECTING THE OFFICERS OF THE TOWNE PARK  
COMMUNITY DEVELOPMENT DISTRICT, CITY OF LAKE LAND,  
POLK COUNTY, FLORIDA**

**WHEREAS**, the Towne Park Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors of the District ("Board") desires to elect the Officers of the District.

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

**SECTION 1.** The following persons are elected to the offices shown:

Chairperson	_____
Vice Chairperson	_____
Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Treasurer	_____
Assistant Treasurer	_____

**PASSED AND ADOPTED** this 11<sup>th</sup> day of July, 2019.

**ATTEST:**

**TOWNE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors





**Towne Park  
Community Development District**

**Resolution 2019-12**

**RESOLUTION 2019-12**

**A RESOLUTION OF THE TOWNE PARK COMMUNITY  
DEVELOPMENT DISTRICT DESIGNATING DATES,  
TIMES AND LOCATIONS FOR REGULAR MEETINGS OF  
THE BOARD OF SUPERVISORS OF THE DISTRICT 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*, being situated in the City of Lakeland, Florida; and

**WHEREAS**, the Board of Supervisors of the District ("Board") is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

**WHEREAS**, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

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

1. Regular meetings of the District's Board shall be held as provided on the schedule attached hereto as **Exhibit A**.
2. In accordance with Section 189.015(1), *Florida Statutes*, the District's Secretary is hereby directed to file annually a schedule of the District's regular meetings.
3. This Resolution shall take effect immediately upon adoption.

**Adopted this 11<sup>th</sup> day of July, 2019.**

**ATTEST:**

**Towne Park Community Development District**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson

## **EXHIBIT A**

The regular meeting schedule of the Board of Supervisors of the Towne Park Community Development District for the Fiscal Year 2019-2020 shall be located at the Offices of Highland Homes, 3020 S. Florida Avenue, Suite 101, Lakeland Florida 33803 at 11:00 a.m. unless otherwise indicated; as follows:

October 10, 2019  
November 14, 2019  
December 12, 2019  
January 9, 2020  
February 13, 2020  
March 12, 2020  
April 9, 2020  
May 14, 2020  
June 11, 2020  
July 9, 2020  
August 13, 2020  
September 10, 2020

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from 12051 Corporate Blvd., Orlando, Florida 32817 or by calling (407) 382-3256.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 382-3256 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager



**Towne Park  
Community Development District**

**Resolution 2019-13**

## **RESOLUTION 2019-13**

### **THE ANNUAL APPROPRIATION RESOLUTION OF THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2019, submitted to the Board of Supervisors ("**Board**") of the Towne Park Community Development District ("**District**") proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2019 and ending September 30, 2020 ("**Fiscal Year 2019/2020**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

#### **SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Towne Park Community Development District for the Fiscal Year Ending September 30, 2020.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2019/2020, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
DEBT SERVICE FUND (SERIES 2016)	\$ _____
DEBT SERVICE FUND (SERIES 2018 2B)	\$ _____
DEBT SERVICE FUND (SERIES 2018 3A)	\$ _____
TOTAL ALL FUNDS	\$ _____

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2019/2020 or within 60 days following the end of the Fiscal Year 2019/2020 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not



increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 11<sup>TH</sup> DAY OF JULY, 2019.**

ATTEST:

**TOWNE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Towne Park CDD**  
Proposed FY2019-2020 O&M Budget

	YTD Actual Through 05/31/2019	Anticipated 06/2019 - 09/2019	Anticipated FY 2019 Totals	FY 2019 Adopted Budget	FY 2020 Proposed Budget
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 56,025.33	\$ 32,774.67	\$ 88,800.00	\$ 88,800.00	\$ 430,950.00
Off-Roll Assessments	174,565.73	-	-	-	-
Developer Contributions	-	195,450.00	195,450.00	195,450.00	-
<b>Net Revenues</b>	<b>\$ 230,591.06</b>	<b>\$ 228,224.67</b>	<b>\$ 284,250.00</b>	<b>\$ 284,250.00</b>	<b>\$ 430,950.00</b>
<b><u>General &amp; Administrative Expenses</u></b>					
Supervisor Fees	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
D&O Insurance	2,356.00	-	2,356.00	2,600.00	2,600.00
Bond Trustee Services	2,587.50	1,412.50	4,000.00	4,000.00	11,000.00
Management	16,666.64	8,333.36	25,000.00	25,000.00	25,000.00
Field Management	-	-	-	-	1,200.00
Engineering	-	5,000.00	5,000.00	5,000.00	10,000.00
Assessment Administration	5,000.00	-	5,000.00	-	12,500.00
Reamortization Schedules	-	-	-	-	500.00
Dissemination Agent	5,500.00	-	5,500.00	4,000.00	5,500.00
District Counsel	13,888.06	1,111.94	15,000.00	15,000.00	20,000.00
Audit	5,075.00	1,425.00	6,500.00	8,500.00	10,000.00
Travel and Per Diem	278.59	221.41	500.00	500.00	-
Telephone	50.93	149.07	200.00	200.00	200.00
Postage & Shipping	177.16	-	177.16	150.00	150.00
Copies	228.75	1,271.25	1,500.00	1,500.00	1,000.00
Legal Advertising	844.24	2,155.76	3,000.00	3,000.00	3,000.00
Miscellaneous, Contingency	1,600.00	18,400.00	20,000.00	20,000.00	15,000.00
Hurricane Cleanup	-	-	-	-	5,000.00
Web Site Maintenance	600.00	300.00	900.00	900.00	2,400.00
Dues, Licenses, and Fees	175.00	75.00	250.00	250.00	250.00
Water	5,554.11	2,445.89	8,000.00	8,000.00	8,000.00
Pond Maintenance	19,750.00	-	19,750.00	10,000.00	25,000.00
General Liab. Insurance	2,946.00	304.00	3,250.00	3,250.00	3,250.00
Property Insurance	8,613.00	3,387.00	12,000.00	12,000.00	20,000.00
Landscaping Maintenance & Material	27,325.65	97,674.35	125,000.00	125,000.00	180,000.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 122,218.83</b>	<b>\$ 144,666.53</b>	<b>\$ 266,883.16</b>	<b>\$ 250,850.00</b>	<b>\$ 385,550.00</b>
<b><u>Pool &amp; Clubhouse #1</u></b>					
Maintenance Staff	\$ -	3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00
Facility Management	-	3,000.00	3,000.00	3,000.00	2,400.00
Electric	5,011.96	4,988.04	10,000.00	10,000.00	10,000.00
Internet/Phone	5,120.55	-	5,120.55	1,000.00	1,000.00
Facility Repair & Maintenance	1,194.00	1,306.00	2,500.00	2,500.00	2,500.00
Pest Control	75.00	425.00	500.00	500.00	500.00
Janitorial Expenses	-	-	-	-	6,000.00
Pool Maintenance & Repairs	11,275.00	-	11,275.00	8,400.00	12,000.00
Water	1,265.50	3,734.50	5,000.00	5,000.00	5,000.00
<b>Total Pool &amp; Clubhouse Expenses</b>	<b>\$ 23,942.01</b>	<b>\$ 16,453.54</b>	<b>\$ 40,395.55</b>	<b>\$ 33,400.00</b>	<b>\$ 40,400.00</b>
<b><u>Pool &amp; Clubhouse #2</u></b>					
Maintenance Staff	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00
Facility Management	-	-	-	-	1,800.00
Electric	-	-	-	-	5,800.00
Internet/Phone	-	-	-	-	500.00
Facility Repair & Maintenance	-	-	-	-	1,400.00
Pest Control	-	-	-	-	300.00
Janitorial Expenses	-	-	-	-	3,500.00
Pool Maintenance & Repairs	-	-	-	-	7,000.00
Water	-	-	-	-	2,900.00
<b>Total Pool &amp; Clubhouse #2 Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>
<b>Total Expenses</b>	<b>\$ 146,158.64</b>	<b>\$ 161,120.07</b>	<b>\$ 307,278.71</b>	<b>\$ 284,250.00</b>	<b>\$ 430,950.00</b>
<b>Income (Loss) from Operations</b>	<b>\$ 84,432.42</b>	<b>\$ 67,104.60</b>	<b>\$ (23,028.71)</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Other Income (Expense)</u></b>					
Other Income	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -
Interest Income	104.47	-	104.47	-	-
<b>Total Other Income (Expense)</b>	<b>\$ 604.47</b>	<b>\$ -</b>	<b>\$ 604.47</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Income (Loss)</b>	<b>\$ 85,036.89</b>	<b>\$ 67,104.60</b>	<b>\$ 152,141.49</b>	<b>\$ -</b>	<b>\$ -</b>

**Towne Park CDD**  
FY20 Debt Service Proposed Budget

	<b>FY 2019 Budget</b>	<b>FY 2020 Budget Series 2016</b>	<b>FY 2020 Budget Series 2018 3A</b>	<b>FY 2020 Budget Series 2018 2B</b>
<b>REVENUES:</b>				
Series 2016	\$266,306.25	\$288,706.25	\$987,953.14	\$317,678.14
<b>TOTAL REVENUES</b>	<u>\$266,306.25</u>	<u>\$288,706.25</u>	<u>\$987,953.14</u>	<u>\$317,678.14</u>
<b>EXPENDITURES:</b>				
Series 2016 - Interest 11/01/2018	\$67,893.75			
Series 2016 - Principal 11/01/2018	\$30,000.00			
Series 2016 - Interest 05/01/2019	\$67,143.75			
Series 2016 - Interest 11/01/2019		\$80,318.75		
Series 2016 - Principal 11/01/2019		\$50,000.00		
Series 2016 - Interest 05/01/2020		\$79,193.75		
Series 2018 3A - Interest 11/01/2019			\$278,684.38	
Series 2018 3A - Principal 11/01/2019			\$155,000.00	
Series 2018 3A - Interest 05/01/2020			\$277,134.38	
Series 2018 2B - Interest 11/01/2019				\$89,559.38
Series 2018 2B - Principal 11/01/2019				\$50,000.00
Series 2018 2B - Interest 05/01/2020				\$89,059.38
<b>TOTAL EXPENDITURES</b>	<u>\$165,037.50</u>	<u>\$209,512.50</u>	<u>\$710,818.76</u>	<u>\$228,618.76</u>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<u>\$101,268.75</u>	<u>\$79,193.75</u>	<u>\$277,134.38</u>	<u>\$89,059.38</u>
<b>Series 2016 - Principal and Interest 11/01/2019</b>	\$101,268.75			
<b>Series 2016 - Interest 11/01/2020</b>		\$79,193.75		
<b>Series 2018 3A - Interest 11/01/2020</b>			\$277,134.38	
<b>Series 2018 2B - Interest 11/01/2020</b>				\$89,059.38



**Towne Park  
Community Development District**

**Resolution 2019-14**

## RESOLUTION 2019-14

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2019/2020; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Towne Park Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Polk County, Florida ("**County**"); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2019 and ending September 30, 2020 ("**Fiscal Year 2019/2020**"), attached hereto as **Exhibit "A,"** and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2019/2020. The annual installment of the debt service special assessment is hereby certified for collection, as set forth in **Exhibit "A";** and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the assessment roll ("**Assessment Roll**") attached to this Resolution as **Exhibit "B,"** and to certify the portion of the Assessment Roll related to certain developed property ("**Tax Roll Property**") to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property ("**Direct Collect Property**"), all as set forth in **Exhibit "B;"** and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits "A" and "B,"** and is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 170, 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.**

- A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits "A" and "B."**
- B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect

Property shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibits “A” and “B.”** Assessments directly collected by the District are due in full on December 1, 2019; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2019, 25% due no later than February 1, 2020 and 25% due no later than May 1, 2020. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2019/2020, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District’s sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.

- C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

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

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.



**PASSED AND ADOPTED** this 11th day of July, 2019.

ATTEST:

**TOWNE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll (Uniform Method)  
Assessment Roll (Direct Collect)

**Towne Park CDD**  
Proposed FY2019-2020 O&M Budget

	YTD Actual Through 05/31/2019	Anticipated 05/2019 - 09/2019	Anticipated FY 2019 Totals	FY 2019 Adopted Budget	FY 2020 Proposed Budget
<b>Revenues</b>					
On-Roll Assessments	\$ 56,025.33	\$ 32,774.67	\$ 88,800.00	\$ 88,800.00	\$ 430,950.00
Off-Roll Assessments	174,565.73	-	-	-	-
Developer Contributions	-	195,450.00	195,450.00	195,450.00	-
<b>Net Revenues</b>	<b>\$ 230,591.06</b>	<b>\$ 228,224.67</b>	<b>\$ 284,250.00</b>	<b>\$ 284,250.00</b>	<b>\$ 430,950.00</b>
<b>General &amp; Administrative Expenses</b>					
Supervisor Fees	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
D&O Insurance	2,356.00	-	2,356.00	2,600.00	2,600.00
Bond Trustee Services	2,587.50	1,412.50	4,000.00	4,000.00	11,000.00
Management	16,666.64	8,333.36	25,000.00	25,000.00	25,000.00
Field Management	-	-	-	-	1,200.00
Engineering	-	5,000.00	5,000.00	5,000.00	10,000.00
Assessment Administration	5,000.00	-	5,000.00	-	12,500.00
Reamortization Schedules	-	-	-	-	500.00
Dissemination Agent	5,500.00	-	5,500.00	4,000.00	5,500.00
District Counsel	13,882.06	1,111.94	15,000.00	15,000.00	20,000.00
Audit	5,075.00	1,425.00	6,500.00	6,500.00	10,000.00
Travel and Per Diem	278.53	221.41	500.00	500.00	-
Telephone	50.93	149.07	200.00	200.00	200.00
Postage & Shipping	177.16	-	177.16	150.00	150.00
Copies	228.75	1,271.25	1,500.00	1,500.00	1,000.00
Legal Advertising	844.24	2,155.76	3,000.00	3,000.00	3,000.00
Miscellaneous, Contingency	1,600.00	18,400.00	20,000.00	20,000.00	15,000.00
Hurricane Cleanup	-	-	-	-	5,000.00
Web Site Maintenance	600.00	300.00	900.00	900.00	2,400.00
Dues, Licenses, and Fees	175.00	75.00	250.00	250.00	250.00
Water	5,554.11	2,445.89	8,000.00	8,000.00	8,000.00
Pond Maintenance	19,750.00	-	19,750.00	10,000.00	25,000.00
General Liab. Insurance	2,946.00	304.00	3,250.00	3,250.00	3,250.00
Property Insurance	8,613.00	3,387.00	12,000.00	12,000.00	20,000.00
Landscaping Maintenance & Material	27,325.65	97,674.35	125,000.00	125,000.00	180,000.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 122,216.63</b>	<b>\$ 144,666.53</b>	<b>\$ 266,883.16</b>	<b>\$ 250,650.00</b>	<b>\$ 365,550.00</b>
<b>Pool &amp; Clubhouse #1</b>					
Maintenance Staff	\$ -	3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00
Facility Management	-	3,000.00	3,000.00	3,000.00	2,400.00
Electric	5,011.96	4,988.04	10,000.00	10,000.00	10,000.00
Internet/Phone	5,120.55	-	5,120.55	1,000.00	1,000.00
Facility Repair & Maintenance	1,194.00	1,306.00	2,500.00	2,500.00	2,500.00
Pest Control	75.00	425.00	500.00	500.00	500.00
Janitorial Expenses	-	-	-	-	6,000.00
Pool Maintenance & Repairs	11,275.00	-	11,275.00	8,400.00	12,000.00
Water	1,265.50	3,734.50	5,000.00	5,000.00	5,000.00
<b>Total Pool &amp; Clubhouse Expenses</b>	<b>\$ 23,942.01</b>	<b>\$ 16,453.54</b>	<b>\$ 40,395.55</b>	<b>\$ 33,400.00</b>	<b>\$ 40,400.00</b>
<b>Pool &amp; Clubhouse #2</b>					
Maintenance Staff	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00
Facility Management	-	-	-	-	1,800.00
Electric	-	-	-	-	5,800.00
Internet/Phone	-	-	-	-	500.00
Facility Repair & Maintenance	-	-	-	-	1,400.00
Pest Control	-	-	-	-	300.00
Janitorial Expenses	-	-	-	-	3,500.00
Pool Maintenance & Repairs	-	-	-	-	7,000.00
Water	-	-	-	-	2,900.00
<b>Total Pool &amp; Clubhouse #2 Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>
<b>Total Expenses</b>	<b>\$ 146,158.64</b>	<b>\$ 161,120.07</b>	<b>\$ 307,278.71</b>	<b>\$ 284,050.00</b>	<b>\$ 430,950.00</b>
<b>Income (Loss) from Operations</b>	<b>\$ 84,432.42</b>	<b>\$ 67,104.60</b>	<b>\$ (23,028.71)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Income (Expense)</b>					
Other Income	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -
Interest Income	104.47	-	104.47	-	-
<b>Total Other Income (Expense)</b>	<b>\$ 604.47</b>	<b>\$ -</b>	<b>\$ 604.47</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Income (Loss)</b>	<b>\$ 65,036.89</b>	<b>\$ 67,104.60</b>	<b>\$ 152,141.49</b>	<b>\$ -</b>	<b>\$ -</b>

**Towne Park CDD**  
FY20 Debt Service Proposed Budget

	<b>FY 2019 Budget</b>	<b>FY 2020 Budget Series 2016</b>	<b>FY 2020 Budget Series 2018 3A</b>	<b>FY 2020 Budget Series 2018 2B</b>
<b>REVENUES:</b>				
Series 2016	\$266,306.25	\$288,706.25	\$987,953.14	\$317,678.14
<b>TOTAL REVENUES</b>	<b>\$266,306.25</b>	<b>\$288,706.25</b>	<b>\$987,953.14</b>	<b>\$317,678.14</b>
<b>EXPENDITURES:</b>				
Series 2016 - Interest 11/01/2018	\$67,893.75			
Series 2016 - Principal 11/01/2018	\$30,000.00			
Series 2016 - Interest 05/01/2019	\$67,143.75			
Series 2016 - Interest 11/01/2019		\$80,318.75		
Series 2016 - Principal 11/01/2019		\$50,000.00		
Series 2016 - Interest 05/01/2020		\$79,193.75		
Series 2018 3A - Interest 11/01/2019			\$278,684.38	
Series 2018 3A - Principal 11/01/2019			\$155,000.00	
Series 2018 3A - Interest 05/01/2020			\$277,134.38	
Series 2018 2B - Interest 11/01/2019				\$89,559.38
Series 2018 2B - Principal 11/01/2019				\$50,000.00
Series 2018 2B - Interest 05/01/2020				\$89,059.38
<b>TOTAL EXPENDITURES</b>	<b>\$165,037.50</b>	<b>\$209,512.50</b>	<b>\$710,818.76</b>	<b>\$228,618.76</b>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$101,268.75</b>	<b>\$79,193.75</b>	<b>\$277,134.38</b>	<b>\$89,059.38</b>
 Series 2016 - Principal and Interest 11/01/2019	 \$101,268.75			
 Series 2016 - Interest 11/01/2020		 \$79,193.75		
 Series 2018 3A - Interest 11/01/2020			 \$277,134.38	
 Series 2018 2B - Interest 11/01/2020				 \$89,059.38

Towne Park CDD  
Proposed FY 2019 - 2020 CDD O&M Assessments

Development Phase	Planned Lots	Acreage	ERU per Lot for		Total ERUs	Net O&M	Net O&M per Lot	O&M Assmt.	Gross O&M
			ERU per Lot	FY 19-20 O&M		Assmt. per Phase		per Lot if Paid in November*	Assmt. per Lot**
Phase 2A Single-Family (Platted)	148		1.00	1.000	148	\$87,827.87	\$593.43	\$611.79	\$638.10
Phase 2B Single-Family (Platted?)	130		1.00	1.000	130	\$77,146.10	\$593.43	\$611.79	\$638.10
Phase 3A Single-Family (Platted?)	433		1.00	1.000	433	\$256,955.87	\$593.43	\$611.79	\$638.10
Phase 3B (Acreage)		88	0.05	0.050	4.4	\$2,611.10	\$29.67	\$30.59	\$31.90
Phase 3C (Acreage)		216	0.05	0.050	10.8	\$6,409.06	\$29.67	\$30.59	\$31.90
<b>Totals</b>	<b>711</b>	<b>304</b>			<b>726</b>	<b>\$430,950</b>			

\*Amount paid if the property owner takes full advantage of the statutory 4.0% early payment discount.

\*\*Values include a total 7.0% gross-up to account for the early payment discount and the fees charged by the county property appraiser and/or tax collector.

# DISTRICT - TOWNE PARK CDD

## Exhibit B - FY 2019-2020 Assessment Roll

PARCEL ID	Gross DS Assessment	Gross O&M Assessment	RATE	FEE AMT
232908000000021020	\$ -	\$ -	\$ -	\$ -
232908000000021030	\$ -	\$ -	\$ -	\$ -
232908139621001010	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001020	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001030	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001040	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001050	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001060	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001070	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621001080	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621001090	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001100	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001110	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001120	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001130	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001140	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001150	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001160	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001170	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001180	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001190	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001200	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001210	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001220	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001230	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001240	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001250	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001260	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001270	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001280	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001290	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001300	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001310	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621001320	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001330	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001340	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001350	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621001360	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621001370	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001380	\$ 191.88	\$ 638.10	\$ 829.98	\$ 803.67
232908139621001390	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001400	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621001410	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002010	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002020	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46

# DISTRICT - TOWNE PARK CDD

## Exhibit B - FY 2019-2020 Assessment Roll

PARCEL ID	Gross DS Assessment	Gross O&M Assessment	RATE	FEE AMT
232908139621002030	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621002040	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621002050	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002060	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002070	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621002080	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621002090	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621002100	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002110	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002120	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002130	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002140	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002150	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002160	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002170	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002180	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002190	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002200	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621002210	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002220	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002230	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002240	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002250	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002260	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002270	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002280	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002290	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002300	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002310	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002320	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002330	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002340	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002350	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002360	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002370	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002380	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621002390	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002400	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002410	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002420	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621002430	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003010	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621003020	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621003030	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621003040	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621003050	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621003060	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003070	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46

# DISTRICT - TOWNE PARK CDD

## Exhibit B - FY 2019-2020 Assessment Roll

PARCEL ID	Gross DS Assessment	Gross O&M Assessment	RATE	FEE AMT
232908139621003080	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003090	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003100	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003110	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003120	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003130	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003140	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003150	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003160	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621003170	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004010	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621004020	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004030	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004040	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004050	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004060	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004070	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004080	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004090	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004100	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004110	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004120	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004130	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004140	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004150	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004160	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004170	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004180	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004190	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004200	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004210	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004220	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004230	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621004240	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621004250	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621004260	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621005010	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621005020	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621005030	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621005040	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621005050	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621005060	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621005070	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621005080	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35
232908139621005090	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46
232908139621005100	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35

DISTRICT - TOWNE PARK CDD					
Exhibit B - FY 2019-2020 Assessment Roll					
PARCEL ID	Gross DS Assessment	Gross O&M Assessment	RATE	FEE AMT	
232908139621005110	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35	
232908139621005120	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46	
232908139621005130	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35	
232908139621005140	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35	
232908139621005150	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46	
232908139621005160	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35	
232908139621005170	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35	
232908139621005180	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46	
232908139621005190	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46	
232908139621005200	\$ 877.67	\$ 638.10	\$1,515.77	\$ 1,489.46	
232908139621005210	\$ 722.56	\$ 638.10	\$1,360.66	\$ 1,334.35	
232908139621005230	\$ -	\$ -	\$ -	\$ -	
232908139621005240	\$ -	\$ -	\$ -	\$ -	
232908139621005250	\$ -	\$ -	\$ -	\$ -	
232908139621005260	\$ -	\$ -	\$ -	\$ -	
232908139621005270	\$ -	\$ -	\$ -	\$ -	
232908139621005280	\$ -	\$ -	\$ -	\$ -	
232908139621005290	\$ -	\$ -	\$ -	\$ -	
232909139631002090	\$ -	\$ -	\$ -	\$ -	
232917000000011010	\$ -	\$ -	\$ -	\$ -	
232917000000013010	\$ -	\$ -	\$ -	\$ -	
232917000000031010	\$ -	\$ -	\$ -	\$ -	
Total records = 161	Gross Total (Phase 2A)			\$ 119,437.44	
				\$ 8,360.62	
	Net Total			\$ 111,076.82	
	Phase 2B			\$ 229,937.06	
	Phase 3A (Riverstone Phase 1)			\$ 715,435.67	
	Phase 3B (Riverstone Phase 2)			\$ -	
	Phase 3C			\$ -	
	Net Total			\$ 945,372.73	
	2016A Bond			\$ 109,687.50	
	2018A Bond 2B			\$ 228,118.76	
	2018A Bond 3A			\$ 709,268.76	
	2020 Budget				
	Total			\$ 1,047,075.02	
	Difference			\$ 9,374.53	





**Towne Park  
Community Development District**

**Resolution 2019-15**

*(provided under separate cover)*



**Towne Park  
Community Development District**

**Authorization to Issue RFP for  
Phase 3 and Phase 4 Construction and  
Approval of Evaluation Criteria**

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

**CONSTRUCTION SERVICES FOR RIVERSTONE PHASES 3 AND 4  
CITY OF LAKELAND, FLORIDA**

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

Riverstone Phases 3 and 4 construction site work, including earthwork, utilities,  
roadways, and stormwater management improvements.

The Project Manual will be available beginning Monday, July 15, 2019, at 1:00 PM EST at the offices of Absolute Engineering, Inc., located at 1000 N. Ashley Drive, Suite 925, Tampa, Florida 33602, or by calling 813-221-1521, or emailing [heatherw@absoluteng.com](mailto:heatherw@absoluteng.com). 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. Each proposal shall be accompanied by a proposal guarantee in the form of a proposal bond or certified cashier's check in an amount not less than five percent (5%) of the total bid to be retained in the event the successful proposer fails 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) calendar hours (excluding Saturdays, Sundays, and state holidays) after the Project Manual is made available, and shall file a formal written protest with the District within seven (7) calendar days (including Saturdays, Sundays, and state holidays) 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@absoluteng.com](mailto:heatherw@absoluteng.com). 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@absoluteng.com](mailto:heatherw@absoluteng.com) no later than 5:00PM EST, on Thursday, August 1, 2019.

Firms desiring to provide services for this project must submit one (1) original and (1) electronic copy in PDF included with the submittal package of the required proposal no later than 1:30 PM EST, Wednesday, August 14, 2019, at the offices of Absolute Engineering, Inc., located at 1000 N. Ashley Drive, Suite 925, Tampa, Florida 33602. 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 will be opened at a public meeting to be held at 12:00 PM EST, \_\_\_\_\_, \_\_\_\_\_, 2019, at the offices of Absolute Engineering, Inc., located at 1000 N. Ashley Drive, Suite 925, Tampa, Florida 33602. No official action will be taken at the meeting. Proposals received after the time and date stipulated above will be returned un-opened to the proposer. 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: \_\_\_\_\_, \_\_\_\_\_, 2019

**TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT**  
**EVALUATION CRITERIA**

**CONSTRUCTION SERVICES FOR RIVERSTONE PHASES 3 AND 4**  
**CITY OF LAKELAND, FLORIDA**

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**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.

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**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 districts in other contracts; character, integrity, reputation of respondent, etc.;

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**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.

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**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 Nos. 109 – 110**

**TOWNE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #109

6/13/2019

Item No.	Payee	Invoice Number	General Fund
<b>1</b>	<b>Supervisors Fees</b>		
	Scott Shapiro	05092019	\$ 200.00
	Brian Walsh	05092019	\$ 200.00
	Joel Adams	05092019	\$ 200.00
	Jeffrey Shenefield	05092019	\$ 200.00
<b>2</b>	<b>Hector Aranda</b>		
	Service Call - Women's Bathroom	220	\$ 100.00
<b>3</b>	<b>Bright House Networks</b>		
	Internet service for clubhouse - 2019.6	077420101052519	\$ 74.98
<b>4</b>	<b>Delight Cleaning Service</b>		
	Clubhouse Janitorial Service 6.1.19	552169	\$ 75.00
<b>5</b>	<b>Floralawn</b>		
	Monthly Lawn Maintenance - 2019.6	85407	\$ 2,260.00
	Pest Control/Interior - 2019.6		\$ 75.00
	Fertilization Program - St. Augustine Sod		\$ 135.00
	Fertilization - Shrub - 2019.6		\$ 34.00
	Monthly Irrigation System Checks		\$ 120.00
	Pest Control/Ant treatment - 2019.6		\$ 200.00
	Irrigation Repairs 2019.5.20	85505	\$ 194.22
<b>6</b>	<b>Grunit</b>		
	Pool Service & Maintenance - June 2019	1196	\$ 1,350.00
<b>7</b>	<b>Hopping Green &amp; Sams</b>		
	Legal Services through 04.30.2019	10770	\$ 2,128.73
<b>8</b>	<b>Lakeland Electric</b>		
	Billing Date 06.04.2019 - 3606 Peregrine Way #W/I	3555225-2019.6	\$ 102.42
	Billing Date 06.04.2019 - 5107 White Egret Ln #W/I	3555224-2019.6	
	Billing Date 06.04.2019 - 3883 White IBIS Rd #Rec	3568145-2019.6	\$ 770.71
	<b>PFM Group Consulting LLC</b>		
	DM Fee - 2019.5	DM-06-2019-0065	\$ 2,083.33
	Reimbursables - 2019.5	DM-06-2019-0066	\$ 75.00
<b>9</b>	<b>Towne Park Estates Ph. II</b>		
	Reimburse 50% Deposit for A/C repair	-	\$ 526.00
<b>10</b>	<b>Sherrell Walker</b>		
	Rental Fee Refund	-	\$ 100.00
<b>11</b>	<b>Ward's Heating &amp; Air</b>		
	Repair Quote 04.30.2019	165742	\$ 78.00
<b>TOTAL</b>			<b>\$ 11,282.39</b>

Chairperson

## Towne Park Community Development District

Date of Meeting: May 9, 2019

Board Members:	Attendance	Fee
1. Rennie Heath	<u>                    </u>	<u>\$0</u>
2. Scott Shapiro	<u>x (p)</u>	<u>\$200</u>
3. Brian Walsh	<u>x</u>	<u>\$200</u>
4. Joel Adams	<u>x</u>	<u>\$200</u>
5. Jeffrey Shenefield	<u>x</u>	<u>\$200</u>
RECEIVED JUN 05 2019	<u>                    </u>	<u>\$800</u>

Approved For Payment:

  
Manager

6/5/19  
Date



# HA

HECTOR ARANDA

704 N. Maryland St.  
Plant City, FL  
Phone 863-399-4492  
Email  
h@hectoraranda.com

Make all checks  
payable to:  
Hector Aranda.

**THANK YOU  
FOR YOUR  
BUSINESS!**

Tenant Name: \_\_\_\_\_

Bill to: \_\_\_\_\_

Property Address: \_\_\_\_\_

Company Name Towne Park II

City, ST ZIP Code: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

City, ST ZIP Code: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

SERVICE CALL  
FOR: \_\_\_\_\_

ESTIMATE

A/C AND HEATING

PLUMBING

☒ HANDYMAN SERVICES

Diagnostic: \_\_\_\_\_

Date 5-20-14

Invoice # 220

Towne Park CDD. Amenity Repair  
Low Call For Woman's Bathroom is Not  
Working - Not water in the bowl Not Flush

Just Set-up (re-set valves).

Hector Aranda  
704 N. Maryland St.  
Plant City, FL

863-399-4492

Term Low Call 100°=

(100)

552169

<b>Statement</b>		DATE <u>6-1-19</u>	TERMS
TO <u>Townpark Club House CDD</u>			
<u>may Cleaning</u>			
IN ACCOUNT WITH <b>Delight's Cleaning Service</b>			
<b>3047 Panther Drive Lakeland, FL 33812</b>			
<b>863-712-4458</b>			
		<u>may Cleaning</u>	<u>75.00</u>
CURRENT	OVER 30 DAYS	OVER 60 DAYS	TOTAL AMOUNT <u>75.00</u>



# Invoice

Date	Invoice #
6/1/2019	85407

<b>Bill To</b>
Towne Park CDD 12051 Corporate Blvd Orlando, FL 32817

RECEIVED JUN 04 2019

		P.O. No.	Terms	Project
			Due on receipt	
Quantity	Description	Rate		Amount
1	Monthly Lawn maintenance 3020 S Florida Ave - Lakeland, FL 33803	2,260.00		2,260.00
1	Interior pest control	75.00		75.00
1	Lawn fertilization program for St. Augustine Sod	135.00		135.00
1	Shrub fertilization program	34.00		34.00
1	Monthly irrigation system checks	120.00		120.00
1	Mailbox area ant treatments - added additional sq ft for ant treatment	200.00		200.00
	Billing For June 2019			
Thank you for your business.		<b>Total</b>		<b>\$2,824.00</b>
		<b>Balance Due</b>		<b>\$2,824.00</b>
Phone #	Fax #	Web Site		
863-668-0494	863-668-0495	www.floralawn.com		



**floralawn**  
Premier Lawn & Pest

P.O. Box 91597  
Lakeland, FL 33804

## Invoice

Date	Invoice #
6/11/2019	85505

Bill To
Towne Park CDD 12051 Corporate Blvd Orlando, FL 32817

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	Irrigation repairs above the monthly maintenance for May, 2019 Labor and materials to make necessary repairs: (4) Nozzle (2) Battery  Service Completed 5/20/2019	194.22	194.22

Thank you for your business.

**Total** \$194.22

**Balance Due** \$194.22

Phone #	Fax #	Web Site
863-668-0494	863-668-0495	<a href="http://www.floralawn.com">www.floralawn.com</a>



## Grunit Pool Service

4855 Distribution Ct  
Unit 2  
Orlando, FL 32822  
888-390-0194 info@grunit.com  
www.grunit.com

## Invoice

Date	Invoice #
6/1/2019	1196

Bill To
Town Park Estates CDD Monica Sutera Bethany Ferguson

Service To
Town Park Estates II

Terms	Project
Due on receipt	

Quantity	Description	Price Each	Amount
1	Pool Service & Maintenance	1,350.00	1,350.00
Make all checks payable to Grunit Pool Service. Invoices due in 30 days. Overdue accounts subject to a service charge of 2% per month.		<b>Subtotal</b>	\$1,350.00
		<b>Sales Tax (6.5%)</b>	\$0.00
		<b>Total</b>	<b>\$1,350.00</b>



# Hopping Green & Sams

Attorneys and Counselors

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

## STATEMENT

May 31, 2019

Towne Park Community Development District  
c/o PFM Group Consulting LLC  
12051 Corporate Boulevard  
Orlando, FL 32817

Bill Number 107700  
Billed through 04/30/2019

RECEIVED JUN 03 2019

### General Counsel/Monthly Meeting

TPKCDD 00001 RVW

#### FOR PROFESSIONAL SERVICES RENDERED

04/01/19	SRS	Research Americans with Disabilities Act website accessibility.	0.10 hrs
04/01/19	MKR	Review correspondence from Gaarlandt and Quattlebaum regarding termination of notice of commencement; research same; prepare resolution designating local records office; prepare resolution designating principal headquarters and primary administrative office.	0.80 hrs
04/02/19	MKR	Review status of budget documents regarding fiscal year 2019-2020.	0.10 hrs
04/02/19	AHJ	Confer with Gaarlandt regarding agenda items; prepare updates to development status chart and budget resolution status chart.	0.40 hrs
04/04/19	AHJ	Confer with Patil regarding agenda items.	0.30 hrs
04/08/19	MKR	Review final agenda; prepare agenda items.	0.90 hrs
04/08/19	AHJ	Prepare updates to district file regarding supplemental engineer's report.	0.20 hrs
04/11/19	RVW	Prepare for and attend board meeting.	2.30 hrs
04/11/19	AHJ	Prepare updates to development status chart.	0.10 hrs
04/12/19	AHJ	Confer with Gaarlandt and Patil regarding agenda items; finalize updates to development status chart; attend development status conference call.	0.60 hrs
04/15/19	MKR	Review correspondence regarding Grunit Pools license status; research corporation filing status; revise agreements regarding same.	0.30 hrs
04/19/19	MKR	Review correspondence regarding cost-share agreement with homeowners association for pond maintenance; confer with Patil and Gaarlandt regarding same.	0.20 hrs
04/26/19	RVW	Review correspondence from Marone regarding amenities; review correspondence from Gaarlandt regarding parcel conveyance.	0.50 hrs
04/26/19	AHJ	Review agenda items.	0.20 hrs
04/29/19	RVW	Review and edit meeting minutes and draft agenda.	0.30 hrs

04/29/19	MKR	Review status of assessments and budget regarding fiscal year 2019-2020; confer with Patil regarding same; review status of pond maintenance cost-share agreement with Homeowners' Association; confer with Gaarlandt and Patil regarding same.	0.20 hrs
04/29/19	AHJ	Prepare agenda items.	0.60 hrs
04/30/19	JLK	Negotiate standard form of agreement regarding professional technological services.	0.10 hrs
Total fees for this matter			\$2,025.50

**DISBURSEMENTS**

Document Reproduction	36.00
Travel	61.19
Travel - Meals	6.04
Total disbursements for this matter	\$103.23

**MATTER SUMMARY**

Jaskolski, Amy H. - Paralegal	2.40 hrs	145 /hr	\$348.00
Kilinski, Jennifer L.	0.10 hrs	275 /hr	\$27.50
Rigoni, Michelle K.	2.50 hrs	265 /hr	\$662.50
Van Wyk, Roy	3.10 hrs	310 /hr	\$961.00
Sandy, Sarah R.	0.10 hrs	265 /hr	\$26.50

TOTAL FEES	\$2,025.50
TOTAL DISBURSEMENTS	\$103.23

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$2,128.73</b>
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**BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	2.40 hrs	145 /hr	\$348.00
Kilinski, Jennifer L.	0.10 hrs	275 /hr	\$27.50
Rigoni, Michelle K.	2.50 hrs	265 /hr	\$662.50
Van Wyk, Roy	3.10 hrs	310 /hr	\$961.00
Sandy, Sarah R.	0.10 hrs	265 /hr	\$26.50

TOTAL FEES	\$2,025.50
TOTAL DISBURSEMENTS	\$103.23

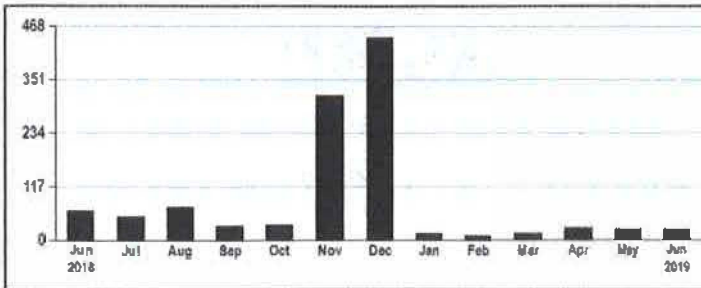
<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$2,128.73</b>
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**Please include the bill number on your check.**

0 0000000000010242 0000000035552256 0 0000000000010242 0000000035552256

## CITY OF LAKELAND DEPARTMENT OF ELECTRIC UTILITIES

Service Reading	Meter Number	Current Read Date	Current Reading	Prior Read Date	Prior Reading	No. of Days	Billed Usage	Prior Month	Same Month Last Year
Water-1000 gal	30008233	06/03/2019	2527	05/01/2019	2502	33	25	25	64



Water Service

## Important Phone Numbers

Electric / Water Billing Inquiries	863-834-9535	24-Hour Power Outage Reporting	866-834-4248
Wastewater / Solid Waste Billing	863-834-8276	24-Hour Payment Hotline	863-834-9535
Fallen Power Lines / Water Outages	863-834-4248	TDD (For Hearing Impaired)	863-834-8333
False Alarms (Lakeland Police Dept)	863-834-6940	Recycling	863-834-8774
Miscellaneous Fire Dept Billings	863-834-8201	Surge Protection	863-834-1500

LX2019060419280300.xml-286-000003932

Lakeland Electric collects social security numbers for the following purposes: account classification; customer identification; verification; billing; payment; creditworthiness and any lawful purposes in the conduct of Lakeland Electric business.

Please Change Mailing Address To:

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Telephone Number:

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## EXPRESS PAY KIOSK LOCATIONS

## Drive-Through Kiosk

Lakeland Electric - 501 E. Lemon Street

## Walk-Up Kiosk

Larry R Jackson Library - 1700 N. Florida Ave.

Kelly Recreation Center - 404 Imperial Blvd.

Town Center - 989 E Memorial Blvd.





Retain This Portion For Your Records

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

## ACCOUNT SUMMARY

Page 1 of 2

Billing Date :	06/04/2019
Account Number :	3555224
Total Amount Due :	\$ -709.87
Payment Due Date :	DO NOT PAY
Payments/Credits/Returns since Last Bill :	\$ -4.68
Previous Balance was a Credit :	\$ -804.69

## ACCOUNT DETAIL

	Itemized Charges	Total Charges
<b>Water Irrigation</b>		
Irrigation Commercial Inside Monthly Base Charge.....	\$ 26.19	
Water-1000 gal - 13 @ 2.61.....	\$ 33.93	
Water-1000 gal - 8 @ 3.26.....	\$ 26.08	
Inside the City Utility Tax.....	\$ 8.62	
Current Water Irrigation Charges.....		94.82
<b>TOTAL CURRENT CHARGES</b>		<b>\$ 94.82</b>
<b>TOTAL BALANCE REMAINING IS A CREDIT</b>		<b>\$ -709.87</b>

[www.lakelandelectric.com](http://www.lakelandelectric.com)

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

LX2019080419250309 JUNE 2019-000003932

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.



000132 000003932



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



23

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

## PAYMENT SECTION

Account Number :	3555224
Total Amt Due / DO NOT PAY	\$ -709.87

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.



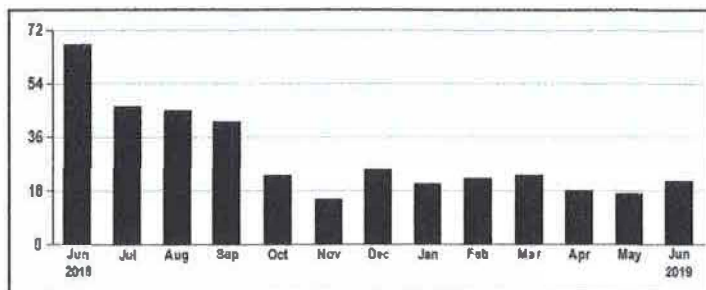
0 0000000000000000 000000035552249 0 0000000000000000 000000035552249

## CITY OF LAKELAND DEPARTMENT OF ELECTRIC UTILITIES

Service  
Reading

Water-1000 gal

Meter Number	Current Read Date	Current Reading	Prior Read Date	Prior Reading	No. of Days	Billed Usage	Prior Month	Same Month Last Year
53499210	06/03/2019	1398	05/01/2019	1377	33	21	17	67



Water Service

## Important Phone Numbers

Electric / Water Billing Inquiries ..... 863-834-9535  
 Wastewater / Solid Waste Billing ..... 863-834-8276  
 Fallen Power Lines / Water Outages ..... 863-834-4248  
 False Alarms (Lakeland Police Dept) ..... 863-834-6940  
 Miscellaneous Fire Dept Billings ..... 863-834-8201

24-Hour Power Outage Reporting ..... 866-834-4248  
 24-Hour Payment Hotline ..... 863-834-9535  
 TDD (For Hearing Impaired) ..... 863-834-8333  
 Recycling ..... 863-834-8774  
 Surge Protection ..... 863-834-1500

LX2019060419280300.xml-264-000003932

Lakeland Electric collects social security numbers for the following purposes: account classification; customer identification; verification; billing; payment; creditworthiness and any lawful purposes in the conduct of Lakeland Electric business.

Please Change Mailing Address To:

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Telephone Number:

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## EXPRESS PAY KIOSK LOCATIONS

**Drive-Through Kiosk**  
 Lakeland Electric - 501 E. Lemon Street

**Walk-Up Kiosk**  
 Larry R Jackson Library - 1700 N. Florida Ave.  
 Kelly Recreation Center - 404 Imperial Blvd.  
 Town Center - 989 E Memorial Blvd.



Retain This Portion For Your Records

**Service Location:**  
**3883 WHITE IBIS RD # REC**  
**LAKELAND FL 33811 US**

## ACCOUNT SUMMARY

Page 1 of 2

Billing Date :	06/04/2019
Account Number :	3568145
Total Amount Due :	\$ 770.71
Payment Due Date :	07/02/2019
Payments/Credits/Returns since Last Bill :	\$ -719.88
Previous Balance was a Credit :	\$ -6.94

## ACCOUNT DETAIL

	Itemized Charges	Total Charges
<b>Electric Service</b>		
General Service Customer Charge.....	\$ 13.00	
Electric 5483 KWH @ 0.05015.....	\$ 274.97	
Environmental Charge 5483 KWH @ 0.0021099.....	\$ 11.57	
Fuel Charge 5483 KWH @ 0.0375.....	\$ 205.61	
Florida Gross Receipts Tax.....	\$ 12.95	
Florida Regulatory Commission Surcharge.....	\$ 0.08	
Florida Sales Tax.....	\$ 36.01	
Polk County Sales Surtax.....	\$ 5.18	
Inside the City Utility Tax.....	\$ 32.21	
<b>Current Electric Service Charges.....</b>		<b>591.58</b>
<b>Water Service</b>		
Water Commercial Inside Monthly Base Charge.....	\$ 26.19	
Water-1000 gal - 9 @ 2.44.....	\$ 21.96	
Inside the City Utility Tax.....	\$ 4.82	
<b>Current Water Service Charges.....</b>		<b>52.97</b>
<b>Other Services</b>		
Solid Waste Commercial.....	\$ 17.05	
Wastewater Service.....	\$ 87.53	
Stormwater Service.....	\$ 28.52	
<b>Other Services and Account Charges.....</b>		<b>132.31</b>

Continued on next page...

**www.lakelandelectric.com**

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

LX2019080419280306 vint-267-000003932

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.



000134 000003932



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



23

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

## PAYMENT SECTION

Account Number :	3568145
Total Amt Due 07/02/2019	\$ 770.71
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 000000000077071 000000035681451 0 000000000077071 000000035681451

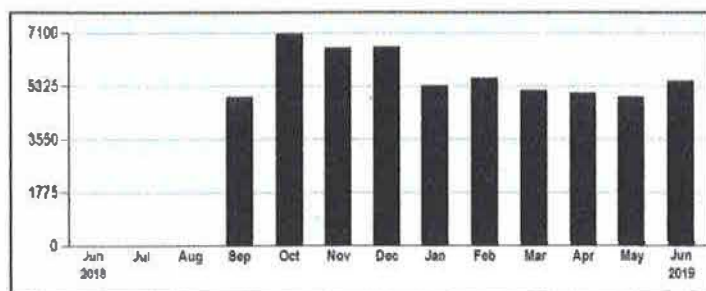


## CITY OF LAKELAND DEPARTMENT OF ELECTRIC UTILITIES

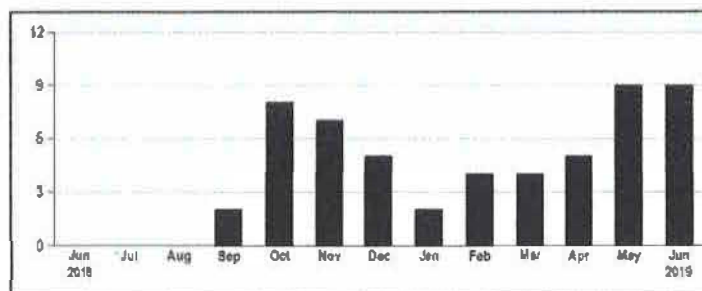
TOTAL CURRENT CHARGES \$ 777.65

TOTAL AMOUNT SUBJECT TO PENALTY AFTER 07/02/2019 \$ 770.71

Service Reading	Meter Number	Current Read Date	Current Reading	Prior Read Date	Prior Reading	No. of Days	Billed Usage	Prior Month	Same Month Last Year
Electric-KWH	306681	06/03/2019	74622	05/01/2019	69139	33	5483	4925	0
Water-1000 gal	30009269	06/03/2019	155	05/01/2019	146	33	9	9	0



Electric Service



Water Service

## Important Phone Numbers

Electric / Water Billing Inquiries ..... 863-834-9535  
 Wastewater / Solid Waste Billing ..... 863-834-8276  
 Fallen Power Lines / Water Outages..... 863-834-4248  
 False Alarms (Lakeland Police Dept)..... 863-834-6940  
 Miscellaneous Fire Dept Billings ..... 863-834-8201

24-Hour Power Outage Reporting ..... 866-834-4248  
 24-Hour Payment Hotline ..... 863-834-9535  
 TDD (For Hearing Impaired) ..... 863-834-8333  
 Recycling ..... 863-834-8774  
 Surge Protection ..... 863-834-1500

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Lakeland Electric collects social security numbers for the following purposes: account classification; customer identification; verification; billing; payment; creditworthiness and any lawful purposes in the conduct of Lakeland Electric business.

Please Change Mailing Address To:

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Telephone Number:

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## EXPRESS PAY KIOSK LOCATIONS

Drive-Through Kiosk  
 Lakeland Electric - 501 E. Lemon Street

Walk-Up Kiosk  
 Larry R Jackson Library - 1700 N. Florida Ave.  
 Kelly Recreation Center - 404 Imperial Blvd.  
 Town Center - 989 E Memorial Blvd.





Date	Invoice Number
June 12, 2019	DM-06-2019-0065
Payment Terms	Due Date
Upon Receipt	June 12, 2019

Bill To:  
  
Towne Park CDD  
c/o PFM Group Consulting District Accounting  
Department  
12051 Corporate Blvd  
Orlando, FL 32817  
United States of America

Company Address:  
1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
+1 (215) 567-6100  
  
Federal Tax ID: 81-1642478

**Remittance Options:**

Via ACH (preferred):

PFM Group Consulting LLC  
Bank Name: M&T Bank  
ACH# (ACH): 031302955  
Account #: 9865883822

Via Wire:

Bank Name: M&T Bank  
ABA# (Wire): 022000046  
Account #: 9865883822

Via Mail:

PFM Group Consulting LLC  
PO Box 65126  
Baltimore, MD 21264-5126  
United States of America

RE: District Management Fee: June 2019

Total Amount Due

**\$2,083.33**

RECEIVED JUN 11 2019



Date	Invoice Number
June 12, 2019	DM-06-2019-0066
Payment Terms	Due Date
Upon Receipt	June 12, 2019

Bill To:  
Towne Park CDD  
c/o PFM Group Consulting District Accounting  
Department  
12051 Corporate Blvd  
Orlando, FL 32817  
United States of America

Company Address:  
1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
+1 (215) 567-6100  
Federal Tax ID: 81-1642478

**Remittance Options:**

Via ACH (preferred):

PFM Group Consulting LLC  
Bank Name: M&T Bank  
ACH# (ACH): 031302955  
Account #: 9865883822

Via Wire:

Bank Name: M&T Bank  
ABA# (Wire): 022000046  
Account #: 9865883822

Via Mail:

PFM Group Consulting LLC  
PO Box 65126  
Baltimore, MD 21264-5126  
United States of America

RE: Website Fee - June, 2019

Total Amount Due

**\$75.00**

RECEIVED JUN 11 2019



May 25, 2019  
Invoice Number: 077420101052519  
Account Number: 0050774201-01  
Security Code: 5038  
Service At: 3883 WHITE IBIS RD  
LAKELAND, FL 33803

**Contact Us**  
Visit us at [Brighthouse.com/business](http://Brighthouse.com/business)  
Or, call us at 1-877-824-6249

**Summary** Services from 05/24/19 through 06/23/19  
details on following pages

Previous Balance	74.98
Payments Received - Thank You	-74.98
<b>Remaining Balance</b>	<b>\$0.00</b>
Spectrum Business™ Internet	74.98
Current Charges	\$74.98
<b>Total Due by 06/10/19</b>	<b>\$74.98</b>

*approved by  
Champion, Joel Adams (see e-mail)*

RECEIVED JUN 3 1 2019

Paid

**Thank you for choosing Spectrum Business.**  
We appreciate your prompt payment and value you as a customer.

**SPECTRUM BUSINESS NEWS**

**BILL DATE REMINDER:** A new Bill Statement and/or Bill Due date were implemented with your last bill statement. This bill statement reflects those changes. If you use the AutoPay feature, you may need to make adjustments with your financial institution to account for the date changes.

*PA 1091 Not started  
Cyma*



May 25, 2019



Invoice Number: TOWNE PARK II CDD  
 Account Number: 077420101052519  
 Security Code: 0050774201-01  
 5038

**Contact Us**

Visit us at [Brighthouse.com/business](http://Brighthouse.com/business)  
 Or, call us at 1-877-824-6249

7635 161Q NO RP 25 05252019 NNNNNY 01 001769 0005

**Charge Details**

Previous Balance	74.98
Payments Received - Thank You 05/21	-74.98
<b>Remaining Balance</b>	<b>\$0.00</b>

Payments received after 05/25/19 will appear on your next bill.

Services from 05/24/19 through 06/23/19

**Spectrum Business™ Internet**

Spectrum Business Internet	99.99
Static IP 1	14.99
Promo Discount	-40.00
	<b>\$74.98</b>

Spectrum Business™ Internet Total	\$74.98
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<b>Current Charges</b>	<b>\$74.98</b>
<b>Total Due by 06/10/19</b>	<b>\$74.98</b>

**Billing Information**

**Tax and Fees** - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.). These taxes and fees may change without notice. Visit [spectrum.net/taxesandfees](http://spectrum.net/taxesandfees) for more information.

**Terms & Conditions** - Spectrum's detailed standard terms and conditions for service are located at [spectrum.com/policies](http://spectrum.com/policies).

**Past Due Fee / Late Fee Reminder** - A late fee will be assessed for past due charges for service.

**Changing Business Locations** - Please contact Spectrum Business before moving your Business Voice modem to a new address. To establish service at your new location or return equipment, please contact your Spectrum Business Account Executive at least twenty one (21) business days prior to your move.

**Billing Practices** - Spectrum Business mails monthly, itemized invoices for all monthly services in advance. A full payment is required on or before the due date indicated on this invoice. Payments made after the indicated due date may result in a late payment processing charge. Failure to pay could result in the disconnection of all your Spectrum Business service(s). Disconnection of Business Voice service may also result in the loss of your phone number.

**Authorization to Convert your Check to an Electronic Funds Transfer Debit** - For your convenience, if you provide a check as payment, you authorize Spectrum Business to use the information from your check to make a one-time electronic funds transfer from your account. If you have any questions, please call our office at the telephone number on the front of this invoice. To assist you in future payments, your bank or credit card account information may be electronically stored in our system in a secure, encrypted manner.

**Complaint Procedures** - You have 60 days from the billing date to register a complaint if you disagree with your charges.





3020 South Florida Avenue, Suite 305  
Lakeland, FL 33803-4058  
Phone 863-940-2863  
Website: www.hcmanagement.org

## CHECK REQUEST VOUCHER

Highland Community Management

☒ Other Towne Park CDD

Date: 6/5/19

Voucher#: \_\_\_\_\_

Requested By: Bethany Ferguson

- ☐ Colonial
- ☐ SunTrust (Regular)
- ☐ Colonial (Payroll)
- ☐ Bank of America
- ☐ Colonial (Permit)
- ☐ Florida First (Escrow)
- ☐ Other (Describe) \_\_\_\_\_
- ☐ Operational

Towne Park Estates Ph. II HOA  
Vendor  
3020 S. Florida Ave. Suite 305  
Address  
Lakeland, FL 33803  
City, State & Zip Code

Explanation: 50% deposit for  
AC repair - Alexander Air

Amount: 526.00

Due Date	Invoice No. or Address	G/L Account Number	Cost Code	Gross Amount		Discount Amount		Net Amount	
TOTAL				526	00				

### Special Instructions:

- ☐ Mail Check
- ☐ Hand Deliver to: \_\_\_\_\_
- ☒ Put in the Internal Mail Box of: HOA



## Monica Sutera

---

**From:** Bethany Ferguson <b.ferguson@hcmanagement.org>  
**Sent:** Wednesday, June 5, 2019 1:00 PM  
**To:** Monica Sutera; Jane Gaarlandt  
**Cc:** Denise Abercrombie  
**Subject:** RE: Estimate from Alexander Air Conditioning and Heating, Inc. - Complete the following repairs:  
**Attachments:** Reimbursement Request - AC Repair Deposit.pdf

EXTERNAL EMAIL: Use care with links and attachments.

Thank you Monica.

Please see attached request for reimbursement. Pam with Alexander Air processed a \$526 deposit for this repair over the phone with the HOA's American Express.

Bethany Ferguson  
Highland Community Management

---

**From:** Monica Sutera <suteram@pfm.com>  
**Sent:** Wednesday, June 5, 2019 12:22 PM  
**To:** Jane Gaarlandt <gaarlandtj@pfm.com>; Bethany Ferguson <b.ferguson@hcmanagement.org>  
**Cc:** Denise Abercrombie <d.abercrombie@hcmanagement.org>  
**Subject:** RE: Estimate from Alexander Air Conditioning and Heating, Inc. - Complete the following repairs:

The payment arrangement works best.  
Thank you.

Bethany, feel free to send the reimbursement info when available. I'll include it in the next request for payment authorization.  
Thank you.

Monica Sutera  
District Accountant

---

PFM Group Consulting LLC  
[suteram@pfm.com](mailto:suteram@pfm.com) | phone 407.723.5900 | fax 407.723.5901 | web pfm.com  
12051 Corporate Blvd | Orlando, FL 32817

---

**From:** Jane Gaarlandt  
**Sent:** Wednesday, June 5, 2019 11:44 AM  
**To:** Monica Sutera <suteram@pfm.com>  
**Cc:** Bethany Ferguson <b.ferguson@hcmanagement.org>; Denise Abercrombie <d.abercrombie@hcmanagement.org>  
**Subject:** FW: Estimate from Alexander Air Conditioning and Heating, Inc. - Complete the following repairs:

Monica,

Please see email below from Bethany. Does that payment arrangement work or is there any way the District can get payment to Alexander Air Conditioning and Heating, Inc. right away?

Thank you,

Jane Gaarlandt  
District Manager

Please note my new email address and phone number below

**PFM Group Consulting LLC**

[gaarlandtj@pfm.com](mailto:gaarlandtj@pfm.com) | phone 407.723.5900 | fax 407-723-5901 | web [pfm.com](http://pfm.com)  
12051 Corporate Blvd. | Orlando, FL 32817

---

**From:** Bethany Ferguson [<mailto:b.ferguson@hcmanagement.org>]  
**Sent:** Wednesday, June 5, 2019 11:35 AM  
**To:** Jane Gaarlandt <[gaarlandtj@pfm.com](mailto:gaarlandtj@pfm.com)>  
**Cc:** Denise Abercrombie <[d.abercrombie@hcmanagement.org](mailto:d.abercrombie@hcmanagement.org)>  
**Subject:** FW: Estimate from Alexander Air Conditioning and Heating, Inc. - Complete the following repairs:

EXTERNAL EMAIL: Use care with links and attachments.

Good morning Jane,

Joel sent approval this morning for the AC repair quote from Alexander Air. They require a 50% deposit at the time of scheduling and the remainder at time of completion.  
Would the CDD allow the HOA to submit payment for the 50% to get the appointment scheduled, and then reimburse the HOA back on this and submit for the remaining payment due?  
We have clubhouse reservations for this Sunday and the following 4 weekends.

Bethany Ferguson  
Highland Community Management

---

**From:** Pam Leiva <[pam.alexanderair@gmail.com](mailto:pam.alexanderair@gmail.com)>  
**Sent:** Wednesday, June 5, 2019 11:23 AM  
**To:** Bethany Ferguson <[b.ferguson@hcmanagement.org](mailto:b.ferguson@hcmanagement.org)>  
**Subject:** Re: Estimate from Alexander Air Conditioning and Heating, Inc. - Complete the following repairs:

Bethany,

We could probably get that on the schedule tomorrow. Will the clubhouse be open? Also, as I'm sure you noticed on the estimate we need to collect 50% at scheduling and the balance at completion of work. Can that be arranged as well? Please let me know, and I'll place a temporary hold on the schedule in the meantime.  
Thank you!

Pam Leiva  
Operations Manager



2818 Maine Ave, Lakeland, FL  
Phone (863)667-2299 · Fax (863)614-9910  
PO Box 2372, Lakeland, FL 33806

On Wed, Jun 5, 2019 at 11:08 AM Bethany Ferguson <[b.ferguson@hcmanagement.org](mailto:b.ferguson@hcmanagement.org)> wrote:

Good morning,

Please see attached approval for repair only. Can you please let me know when repair can be scheduled?

Bethany Ferguson

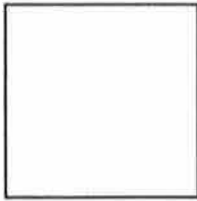
Highland Community Management

From: Alexander Air Conditioning and Heating, Inc. <[notifications@housecallpro.com](mailto:notifications@housecallpro.com)>

Sent: Wednesday, May 29, 2019 9:51 AM

To: Bethany Ferguson <[b.ferguson@hcmanagement.org](mailto:b.ferguson@hcmanagement.org)>

Subject: Estimate from Alexander Air Conditioning and Heating, Inc. - Complete the following repairs:



**Approve Estimate #772 from Alexander  
Air Conditioning and Heating, Inc.**

Bethany

Attached are the estimates corrected to Towne Park CDD. Again, I apologize for the delay.  
Please let me know if there is anything else you need. Thank you!



**VIEW ESTIMATE**

(863) 667-2299 | [acservice.alexanderair@gmail.com](mailto:acservice.alexanderair@gmail.com)

[www.alexander-air.com](http://www.alexander-air.com)

PO Box 2372  
Lakeland, FL 33806-2372

[Terms & Conditions](#)





3020 South Florida Avenue, Suite 305  
Lakeland, FL 33803-4058  
Phone 863-940-2863  
Website: www.hcmanagement.org

## CHECK REQUEST VOUCHER

\_\_\_\_ Highland Community Management

☒ Other Towne Park CDD

Date: 6/5/19

Voucher#: \_\_\_\_\_

Requested By: Bethany Ferguson

- ☐ Colonial
- ☐ SunTrust (Regular)
- ☐ Colonial (Payroll)
- ☐ Bank of America
- ☐ Colonial (Permit)
- ☐ Florida First (Escrow)
- ☐ Other (Describe) \_\_\_\_\_
- ☐ Operational

Towne Park Estates Ph. II HOA  
Vendor  
3020 S. Florida Ave. Suite 305  
Address  
Lakeland FL 33803  
City, State & Zip Code

Explanation: 50% deposit for  
AC repair - Alexander Air

Amount: 526.00

Due Date	Invoice No. or Address	G/L Account Number	Cost Code	Gross Amount		Discount Amount	Net Amount	
TOTAL				526	00			

### Special Instructions:

- ☐ Mail Check
- ☐ Hand Deliver to: \_\_\_\_\_
- ☒ Put in the Internal Mail Box of: HOA

## Monica Sutera

---

**From:** Bethany Ferguson <b.ferguson@hcmanagement.org>  
**Sent:** Monday, June 10, 2019 8:14 AM  
**To:** Monica Sutera  
**Cc:** Denise Abercrombie  
**Subject:** FW: Clubhouse Rental Form

EXTERNAL EMAIL: Use care with links and attachments.

Monica,

Please submit for a refund of the \$100 rental fee check for Sherrell Walker. She was unable to access the clubhouse yesterday therefore no rental occurred.

**Bethany Ferguson**  
Highland Community Management

**From:** Sherrell Walker <walker.sherrell@yahoo.com>  
**Sent:** Sunday, June 9, 2019 1:48 PM  
**To:** Bethany Ferguson <b.ferguson@hcmanagement.org>  
**Subject:** RE: Clubhouse Rental Form

Good afternoon,

I paid for the clubhouse today for my daughter's birthday party and the building is not open. This have become a very inconvenience to me and have cost me alot of money that can not be refundable. I asked you when I made the payment how I was going to access the building and was told someone would open it prior to us arriving. I need to know how this will be resolved.

Sent from Yahoo Mail on Android

On Mon, May 13, 2019 at 4:38 PM, Bethany Ferguson  
<b.ferguson@hcmanagement.org> wrote:

Thank you for sending this over.

Please be advised that reservation is not complete until the deposit check is received as well. This is the check for \$150, whereas \$100 is the rental fee. I apologize for the error in my previous email sent 5/9/19. The application and the Policies and Rates documents for the CDD explains these different amounts.

**Bethany Ferguson**  
Highland Community Management

**From:** Sherrell Walker <walker.sherrell@yahoo.com>  
**Sent:** Monday, May 13, 2019 4:34 PM  
**To:** Bethany Ferguson <b.ferguson@hcmanagement.org>  
**Subject:** Clubhouse Rental Form

Good afternoon,

Attached is the Clubhouse Rental form for June 9, 2019.

Sent from Yahoo Mail on Android



# CHECK LIST

- ☐ COMPRESSOR
  - ☐ SUCTION \_\_\_\_\_ PSI
  - ☐ HEAD \_\_\_\_\_ PSI
  - ☐ VOLTS \_\_\_\_\_ AMPS
  - ☐ ELECTRICAL CONNECTIONS
  - ☐ CONTACTS TIGHT & CLEAN Y/N
  - ☐ OIL LEVEL & CONDITION
  - ☐ SHUT OUT
- ☐ CONDENSER COIL
  - ☐ CLEAN COIL & CHECK FAN COND.
  - ☐ ENT \_\_\_\_\_ °F LVS \_\_\_\_\_ °F
- ☐ REFRIGERANT
  - ☐ LEAK ☐ CHARGE
- ☐ FAN AND MOTOR
  - ☐ VOLTS \_\_\_\_\_ AMPS
  - ☐ ELECTRICAL CONNECTIONS
  - ☐ CONTACTS TIGHT & CLEAN
  - ☐ FAN PULLEYS (ADJUST BELT)
  - ☐ CHECK LUBR BEARINGS & MOTOR
  - ☐ GPM
- ☐ EVAPORATOR COIL
  - ☐ CLEAN COIL & CHECK FAN
  - ☐ ENT DB \_\_\_\_\_ °F LVS DB \_\_\_\_\_ °F
  - ☐ ENT WB \_\_\_\_\_ °F LVS WB \_\_\_\_\_ °F
- ☐ CONDENSATE AREAS
  - ☐ INSPECT & CLEAN DRAIN PAN
  - ☐ INSPECT & CLEAN DRAIN
- ☐ AIR FILTERS
  - ☐ CLEANED ☐ REPLACED
  - \_\_\_\_\_ FILTER SIZE
- ☐ HEATING ASSY.
  - ☐ BURNER & HEAT EXCHANGER
  - ☐ FUEL SUPPLY & PRESSURE
  - ☐ PILOT ASSEMBLY
  - ☐ FLAME ADJUSTMENT
  - ☐ PRIMARY RELAY & FLUE
  - ☐ FAN & LIMIT SWITCH OPER.
  - ☐ SLOWER ASSEMBLY
  - ☐ RV VALVE
  - ☐ STRIP HEAT
  - ☐ DEFROST CYCLE
- ☐ ELECTRICAL COMPT'S.
  - ☐ RELAYS ☐ CONTACTORS
  - ☐ OVERLOAD ☐ PRESS. SWITCH
- ☐ THERMOSTAT
  - ☐ O.K. ☐ REPLACE
  - ☐ RELOCATE

QUANTITY	ITEM OR PART DESCRIPTION
①	Inspected unit and found side it had several things sloped
②	missing 20 uf Rww capacitor and 7.5 Rww capacitor
③	Need New disconnect box bx pass for now
④	Missing all Refrigerant Need 9 LBS R-410A and New Filter dryer Instal also Need start up done again

We wish to provide the highest level of professionalism and quality service along with the best customer assurance policy in the industry. Our service repair warranty policy is:

- All parts replaced by us will be warranted to be free of defects for a period of 30 DAYS. Many service companies provide 30, 60 or 90 day warranties. We feel that the parts we install have been carefully selected and meet or exceed manufacturer specifications. For this reason we feel comfortable offering this excellent warranty. The labor to install the warranted parts is discussed in item #2 below.
- Our repair labor is warranted for a period of 30 DAYS. This is the labor to repair or replace the part we installed in the initial repair, and not to correct other problems that may have arisen in the install.
- In the case of refrigerant (freon) leak repairs, our parts and labor warranty is as stated above with the following clarifications:
  - You are strongly urged to let the technician show you the location of the leak prior to and after the repair. If this is not possible due to attic or other inconvenient location, be sure the technician accurately describes the leak location on his service ticket. Our warranty is for the specific leak repaired.
  - Unfortunately, many times there can be more than one leak in a system. We may only locate one and complete an effective repair only to be called out again later and find another one. Our warranty on the previous leak repair would not cover the new one. However, if within 90 days of the first leak location, we will provide a no charge diagnosis and leak search. You will then only pay for the repair of the leak, just as you would have done if we had located it on the first trip.

## ENVIRONMENT CHECK LIST

CHRG. CODE	TYPE	SYSTEM	QTY.
R	REFRIG.		
E	① RECOVERED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
F	② RECYCLED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
R	③ RECLAIMED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
I	RETURNED TO THIS SYSTEM?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
G	④ DISPOSAL		
E	NON USEABLE	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
R	⑤ DISPOSAL		

**WARD'S HEATING & AIR CONDITIONING, INC.**  
 865 CREATIVE DRIVE  
 LAKELAND, FLORIDA 33813-2306  
 (863) 646-0020  
 LIC. # CAC057633

165742  
3168

NAME: <u>Town Park Clubhouse</u>		DATE: <u>4/30/19</u>
STREET: <u>3883 white ibis RD</u>		DATE ORDERED: <u>1/1</u>
CITY: <u>Cleveland</u>	STATE: <u>FL</u>	ZIP: <u>33811</u>
MAKE: <u>Trane</u>	MODEL: <u>TEM40C66</u>	SERIAL NUMBER: <u>174029W3V</u>
JOB LOCATION: <u>Trane 4 TTR4060L1000A 1795NBV5</u>		WARRANTY <input type="checkbox"/> CONTRACT <input type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/> NORMAL <input type="checkbox"/> RES. <input type="checkbox"/> COMM. <input type="checkbox"/>
REPAIR NUMBER	DESCRIPTION	ACCEPT/DECLINE
③	CAN'T know if any else is wrong into equipment is running	
⑥	Office will give price for all Repair and get Approval first	
Our TRAINED PERSONNEL recommend:		
New condensor 5 Ton start cool		
Trane \$3,950.00		
CUSTOMER REQUEST:	<u>No Cool</u>	
TECHNICIAN SIGNATURE: <u>Jeffrey R.</u>	CERT. #	TOTAL OTHER CHARGES
TERMS: DUE UPON COMPLETION		SUB-TOTAL
I HAVE THE AUTHORITY TO ORDER THE ABOVE WORK AND DO SO ORDER AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FINAL & COMPLETE PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF.		DIAG. CHARGE: <u>78.00</u>
OUR PERSONNEL RECOMMEND:		TAX
AUTHORIZED SIGNATURE		TOTAL AMOUNT DUE: <u>78.00</u>
ABOVE ORDERED WORK HAS BEEN COMPLETED AND I ACKNOWLEDGE RECEIPT OF MY COPY.		
X		DATE: <u>4/30/19</u>



## Monica Sutera

---

**From:** Bethany Ferguson <b.ferguson@hcmanagement.org>  
**Sent:** Monday, June 3, 2019 3:09 PM  
**To:** 'Sandra Allen'  
**Cc:** Monica Sutera; Jane Gaarlandt  
**Subject:** RE: invoice #165742 for 3883. White Ibis Rd  
**Attachments:** Scan\_1312.pdf

EXTERNAL EMAIL: Use care with links and attachments.

Sandra,

The invoice has been returning as the listed address is the site address, not the billing address.

While we were not aware of a charge for obtaining a repair quote, I have copied the CDD personnel who can submit for payment authorization from CDD Board. The repair quote itself has not been reviewed/approved by the Board.

**Bethany Ferguson**  
Highland Community Management

**From:** Sandra Allen <sandra@wardsairconditioning.com>  
**Sent:** Monday, June 3, 2019 2:58 PM  
**To:** Bethany Ferguson <b.ferguson@hcmanagement.org>  
**Subject:** invoice #165742 for 3883. White Ibis Rd

Please advise when Wards Air Conditioning will be paid for services at 3883 White Ibis Rd on 4-30-2019  
The mail keeps returning our invoice, unclaimed, I do not know if you have a Post office Box?

Sandra Allen  
863-646-0020

**TOWNE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization #110**

6/24/2019

Item No.	Payee	Invoice Number	General Fund
1	<b>Buddy's pressure washing &amp; roof cleaning</b> Building wash & web removal	10348	\$ 400.00
2	<b>Fishkind &amp; Associates</b> Reimbursables - 2019.6	24535	\$ 16.12
3	<b>Florida Department of Health</b> Pool permit	53-BID-4221300	\$ 280.00
4	<b>The Lake Dr's</b> Lake clean-up for 2 lakes	438645	\$ 1,400.00
<b>TOTAL</b>			<b>\$ 2,096.12</b>

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Chairperson



**Buddys Pressure Washing and Roof Cleaning**  
301 N. Wilder Road Lot #23  
Plant City, FL 33566 US  
(813)441-4690  
buddyp1@yahoo.com  
www.buddyspressurewashing.com

**Invoice 10348**

**BILL TO**  
Town Park II CDD  
12051 Corporate Blvd.  
Orlando, Fl

**DATE**  
05/29/2019

**PLEASE PAY**  
\$400.00

**DUE DATE**  
05/29/2019

ACTIVITY	QTY	RATE	AMOUNT
0.00.02 Building wash and spider web removal. Some areas can only be wiped off due to it being drywall	1	400.00	400.00

Thank You For Choosing Buddys Pressure Washing

**TOTAL DUE**

**\$400.00**

**THANK YOU.**

Thank You For Choosing Buddys Pressure Washing



PA 110



# Invoice

File: TowneParkDM

Towne Park CDD

**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](http://www.fishkind.com)**

Balance Due	\$16.12
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RECEIVED JUN 18 2019

# invoice

PAGE 8

INVOICE NUMBER 27873241  
INVOICE DATE 05/26/2019  
ACCOUNT NO. 85735742  
DUE DATE 06/25/2019  
TAX ID 58-2421656  
AMOUNT DUE USD\$577.17

TOTAL PRE-TAX 0.00 TOTAL USF/OTHER 0.00 TOTAL STATE TAX/OTHER 0.00 TOTAL MODERATOR CHARGES USD\$0.00

MODERATOR 84618295 - Jane Gaarlandt

LOCATION

BILLING REF# 1

BILLING REF# 2

BILLING REF# 3

BILLING REF# 4

CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / ANI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL
24777511	Wynnme East	05/02/2019	17865266961	10:58AM - 11:53AM	GLOBALMEET@ AUDIO	TOLL FREE	1	55	0.00/MIN	0.00	0.00	
		05/02/2019	2158456540	10:58AM - 11:50AM	GLOBALMEET@ AUDIO	TOLL FREE	1	52	0.00/MIN	0.00	0.00	
		05/02/2019	2158456540	11:01AM - 12:04PM	GLOBALMEET@ AUDIO	TOLL FREE	1	63	0.00/MIN	0.00	0.00	
		05/02/2019	2158456540	11:13AM - 11:34AM	GLOBALMEET@ AUDIO	TOLL FREE	1	21	0.00/MIN	0.00	0.00	0.00
24777511	Wynnme VES	05/02/2019	8132541763	1:56PM - 3:14PM	GLOBALMEET@ AUDIO	TOLL FREE	1	78	0.00/MIN	0.00	0.00	
		05/02/2019	18505366188	1:57PM - 3:14PM	GLOBALMEET@ AUDIO	TOLL FREE	1	77	0.00/MIN	0.00	0.00	
		05/02/2019	8132049081	1:57PM - 3:14PM	GLOBALMEET@ AUDIO	TOLL FREE	1	77	0.00/MIN	0.00	0.00	
		05/02/2019	2158456540	1:58PM - 3:16PM	GLOBALMEET@ AUDIO	TOLL FREE	1	76	0.00/MIN	0.00	0.00	
		05/02/2019	2158456540	2:45PM - 3:13PM	GLOBALMEET@ AUDIO	TOLL FREE	1	28	0.00/MIN	0.00	0.00	0.00
24777511	Towne Park	05/09/2019	8636197103	10:55AM - 12:04PM	GLOBALMEET@ AUDIO	TOLL FREE	1	69	0.00/MIN	0.00	0.00	
		05/09/2019	8132541763	10:57AM - 11:41AM	GLOBALMEET@ AUDIO	TOLL FREE	1	44	0.00/MIN	0.00	0.00	
		05/09/2019	2158456540	10:58AM - 11:28AM	GLOBALMEET@ AUDIO	TOLL FREE	1	30	0.00/MIN	0.00	0.00	
		05/09/2019	18504252348	10:58AM - 12:04PM	GLOBALMEET@ AUDIO	TOLL FREE	1	66	0.00/MIN	0.00	0.00	
		05/09/2019	8132211516	11:00AM - 11:41AM	GLOBALMEET@ AUDIO	TOLL FREE	1	41	0.00/MIN	0.00	0.00	
		05/09/2019	2158456540	11:21AM - 12:04PM	GLOBALMEET@ AUDIO	TOLL FREE	1	43	0.00/MIN	0.00	0.00	0.00
24777511	Davenpo Road	05/15/2019	14079625976	9:22AM - 10:13AM	GLOBALMEET@ AUDIO	TOLL FREE	1	81	0.00/MIN	0.00	0.00	
		05/15/2019	2158456540	9:28AM - 10:51AM	GLOBALMEET@ AUDIO	TOLL FREE	1	83	0.00/MIN	0.00	0.00	
		05/15/2019	8633243698	9:29AM - 10:51AM	GLOBALMEET@ AUDIO	TOLL FREE	1	82	0.00/MIN	0.00	0.00	
		05/15/2019	8132541763	9:29AM - 10:51AM	GLOBALMEET@ AUDIO	TOLL FREE	1	82	0.00/MIN	0.00	0.00	0.00
24777511	CBL / BM	05/24/2019	13862558171	8:58AM - 9:36AM	GLOBALMEET@ AUDIO	TOLL FREE	1	38	0.00/MIN	0.00	0.00	
		05/24/2019	2158456540	8:59AM - 9:36AM	GLOBALMEET@ AUDIO	TOLL FREE	1	37	0.00/MIN	0.00	0.00	
		05/24/2019	13867367700	8:59AM - 9:35AM	GLOBALMEET@ AUDIO	TOLL FREE	1	36	0.00/MIN	0.00	0.00	0.00
24777511	PBR	05/24/2019	2158456540	10:58AM - 11:15AM	GLOBALMEET@ AUDIO	TOLL FREE	1	17	0.00/MIN	0.00	0.00	
		05/24/2019	14074738395	10:59AM - 11:15AM	GLOBALMEET@ AUDIO	TOLL FREE	1	16	0.00/MIN	0.00	0.00	
		05/24/2019	13867367700	11:00AM - 11:15AM	GLOBALMEET@ AUDIO	TOLL FREE	1	15	0.00/MIN	0.00	0.00	0.00

293 x 11  
32.23/2  
16.12

TOTAL PRE-TAX 0.00 TOTAL USF/OTHER 0.00 TOTAL STATE TAX/OTHER 0.00 TOTAL MODERATOR CHARGES USD\$0.00

Per Jane - Spect



Florida Department of Health  
in Polk County  
Notification of Fees Due

**\*1/4221300\***  
53-BID-4221300

Permit Number

**53-60-1781020**

**For: Swimming Pools - Public Pool > 25000 Gallons**

**Notice:** This bill is due and payable in full upon receipt and must be received by the local office by the payment due date (06/30/2019).

Fee Amount: \$280.00

Previous Balance: \$0.00

**Total Amount Due: \$280.00**

Payment Due Date: 06/30/2019 or Upon Receipt

Mail To: Town Park CDD  
12051 Corporate Boulevard  
Orlando, FL 32817

Please verify all information below at [www.myfloridaehpermit.com](http://www.myfloridaehpermit.com) and make changes as necessary.

**Account Information:**

Name: Towne Park Estates Pool  
Location: 3883 White Ibis Road  
Lakeland, FL 33811

Pool Volume: 50,000 gallons  
Bathing Load: 51  
Flow Rate: 255

**Owner Information:**

Name: Town Park CDD  
Address: 12051 Corporate Boulevard  
(Mailing) Orlando, FL 32817  
Home Phone: (407) 382-3256 Work Phone: ()

Circle One: Visa MC Disc Amer Expr

Name on Card: \_\_\_\_\_

Account #: \_\_\_\_\_

Exp Date: \_\_\_\_/\_\_\_\_ Security Code (CVV): \_\_\_\_\_

Card's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I Authorize Florida Department of Health in Polk County to charge my credit card account for the following:

Payment Amount: \$\_\_\_\_\_ For: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please go online to pay fee at:**  
**[www.MyFloridaEHPermit.com](http://www.MyFloridaEHPermit.com)**

Permit Number: 53-60-1781020 Bill ID: 53-BID-4221300

Billing Questions call DOH-Polk at: (863) 519-8330

If you do not pay online, make checks payable to and mail invoice WITH payment to:  
Florida Department of Health in Polk County  
2090 E Clower Street  
Bartow, FL 33830

[Please RETURN invoice with your payment]

Batch Billing ID:18716

**PERMIT HOLDERS CAN NOW**

**pay invoices online!**

The Florida Department of Health now offers a secure system for permit holders to pay invoices and print permits online!

- No sign-up cost.
- Save time. Paying a bill online is faster than mailing a check or hand delivering payment.
- Our safe and secure system will keep your information protected.
- Pay at your convenience. With our online system, you can pay with your credit card or e-check and don't have to worry about envelopes or stamps.

**Pay this invoice online at [www.myfloridaehpermit.com](http://www.myfloridaehpermit.com)**

NOTE: Payments made online will be assessed a small convenience fee. Visit the site for more information





**Towne Park  
Community Development District**

**Monthly Financials**

*(provided under separate cover)*



# **Towne Park Community Development District**

## **Staff Report**



## Jane Gaarlandt

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**From:** Blake J. Gillum <wordpress@towneparkcdd.com>  
**Sent:** Wednesday, June 19, 2019 11:35 AM  
**To:** Jane Gaarlandt  
**Subject:** Towne Park CDD "Amenity Access Cards"

EXTERNAL EMAIL: Use care with links and attachments.

From: Blake J. Gillum <blake@lakelandtitlellc.com>  
Subject: Amenity Access Cards

Message Body:  
Hello Sir/Madam,

I am requesting clarification on the number of Access Cards that should be issued to each home.

According to Towne Park CDD Amenity Policies & Rates:

Access Cards: "Patron Household members that are fourteen (14) years or older shall receive an Access Card allowing access to the Amenities. Patron Household members that are under fourteen (14) 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 fourteen (14) 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."

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."

Yet, according to Highland Community Management, they are only authorized to issue ONE Access Card per household. Even though the amenity bylaws clearly state that each member of a household over the age of fourteen should receive their own individual Access Card, up to six Access Cards per household.

I realize this is a petty matter, but I have been stonewalled by HCM in requesting ONE additional Access Card for my wife. I would just like clarification on this matter, if possible.  
Thank you for your time.

Blake J. Gillum  
863-370-4821  
blake@lakelandtitlellc.com

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This e-mail was sent from a contact form on Towne Park CDD (<http://towneparkcdd.com>)