

**MINUTES OF MEETING
TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Towne Park Community Development District was held Thursday, **October 8, 2020** at 1:00 p.m. via Zoom Teleconference, pursuant to Executive Order 20-69, issued by Governor DeSantis, as amended and supplemented

Present and constituting a quorum:

Brian Walsh
Jeff Shenefield
Milton Andrade

Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk
Michelle Rigoni
Heather Wertz
Clayton Smith

District Manager, GMS
Hopping Green & Sams
Hopping Green & Sams
Absolute Engineering
GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were three members present via Zoom constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public joining the meeting via Zoom or by the phone line.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the September 10,
2020 Board of Supervisors and Audit
Committee Meetings**

Ms. Burns presented the September 10, 2020 Board of Supervisors meeting minutes and Audit Committee Meeting and asked for any comments, changes, or corrections. Hearing none, she asked for a motion to approve the minutes.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Minutes of the September 10, 2020 Board of Supervisors and Audit Committee Meetings, was approved.

FOURTH ORDER OF BUSINESS

**Discussion Regarding Amenity Operation
in Phase 3**

Ms. Burns reported now that the Governor has announced Phase 3, it needed to be brought to the Board for discussion or changes that need to be made regarding the amenity operations. In the previous meeting, the Board authorized staff to remove the requirement of waivers as part of Phase 3. Based on the most current Executive Order, Ms. Burns asked if there was a desire to change any items. Currently the operation is at 50% capacity and stated that some Districts are lifting those capacity limits in line with other areas. The only other restriction in place due to COVID-19 is that they are currently operating residents only. Going back to the previous guest policy allowing residents to bring guest would be up for consideration. The Clubhouse area is also closed to rentals. There have been no changes to insurance requirements and lifting any of these restrictions would not be prohibited by that.

Ms. Rigoni stated that it is mostly an operational decision of the Board and the only recommendation that she has is if the Board were to open the rental of the Clubhouse, a wavier implementation should be adopted because of the indoor party rentals. She continues that nothing in the Executive Order prohibits the Board from having more restrictive capacity limits on things. Operationally speaking, the same precautions can continue to be taken, but it is up to the Board.

Ms. Burns added that after speaking with Bethany at Highland Management there was some concern with the size of the room and there being no onsite staff to monitor the size of a gathering. If the Board is looking for a staff recommendation, maybe the opening of the rental is something that can be held off on. With the capacity, and the pool being outdoor, maybe lifting capacity limits and guest restrictions is a good start.

Mr. Walsh asked if signage had been installed to remind residents of social distances and hand washing. Ms. Burns answered yes that all COVID signage is in place. Mr. Walsh continued that he would be in favor of lifting the restriction on the capacity and guest policy, and going back to the regular polices, and maintaining the rental of Clubhouse as closed.

Ms. Burns reports the motion is to remove the 50% capacity and allow residents to bring guests but to continue to keep the club house rentals closed.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Removing the 50% Capacity Restriction and Returning to Allowing Residents to Bring Guests to Amenities, was approved.

FIFTH ORDER OF BUSINESS

Selection of an Auditor – ADDED

Ms. Burns states that the Audit Committee met prior to the Board of Supervisors meeting and ranked McDirmit Davis #1, Berger Toombs #2, Grau & Associates #3, and CRI #4. She was looking to the Board for a motion to accept the rankings and authorize staff to negotiate a form of agreement with McDirmit Davis and authorize the chair to sign a form of agreement once the agreement has been completed.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Selection of McDirmit Davis as the #1 Auditor and Authorization for Staff to Negotiate a Form of Agreement with McDirmit Davis and Authorization for the Chairman to Sign the Form of Agreement, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rigoni noted that the Governor did extend the order allowing meetings to be held virtually until the end of the month.

B. Engineer

There being none, the next item followed.

C. Field Manager

Mr. Smith presented his Field Management Report. Completed items included:

- Maintenance around the Clubhouse area
- Replacement of pool pump
- The sidewalk trail was cleared
- The Medulla and Pipkin entrance has been fully repaired and replanted

Mr. Smith reviewed in progress items and noted that all the contracts are being vetted including the lake and the landscaper. They are trying to get cohesive maps that make sense so there is a knowledge of exactly what areas are being maintained. There is some city utility work in progress. There is a sidewalk at Wood Thrush that does not extend all the way to the trail and he asked if that is something that will need to be addressed in the future. There are some areas, for example in the playground, that hold a lot of water that may also need to be looked at and repaired in the future.

Mr. Andrade commented regarding the sidewalk path for the school, that it will be maintained on a monthly basis to make sure it does not get overgrown. That includes the entire path. He asked if the sidewalk had been opened to the public and Mr. Smith answered that he asked for the barrier to be removed, but he would check to make sure it was done.

Mr. Walsh added that on the playground area, there is a need to see if an irrigation line might be broken that may cause additional water in the area to pool. Mr. Smith reports that the irrigation has been off for sometime in that specific area. Mr. Andrade asked if the complaints for standing water are observances of standing water for a significant amount of time or is only a normal amount for a rainy day. Mr. Smith answered that it has been raining a lot and there is one area that has access to a pond and he has been told it holds water almost all the time as well as the playground holding water every time it is visited. Mr. Andrade asked Ms. Wertz to look further into the plans and to come up with some options to address the standing water problem.

Mr. Smith brings up the sidewalk continuing to the trail and asks if there is a timeline to give residents answers about. Staff will look into why the sidewalk is not completed. Ms. Wertz will check the plans to see if they can get any clarity on the matter. If the side walk was on the plans they will look to QGS for remedy.

Mr. Smith continues on to the shade structure options. This issue has been generated because all of the umbrellas have been destroyed and there is no shade on the pool deck and there is a request from residents for shade. Mr. Smith priced out some options and presented a power point to the Board. There are cantilever options or cabanas. His recommendation includes one large canopy on the west side of the pool, two new tables, and nine foot umbrellas with weighted mounts. Another option is the two cantilever overhangs, two tables, and no umbrellas. The last option is eleven foot umbrellas and mounting them in-ground.

Mr. Walsh states that there is currently no line item in the budget. Ms. Burns adds there is a general field amenity replacement line item but there is a limitation because the lowering of assessments and there is a deficit funding agreement in place to the extent they were to go over budget.

Mr. Walsh suggest they review and rediscuss for the next meeting and possibly go with the cheapest option which is Mr. Smith's last recommendation for \$3,600. Mr. Smith will circulate the options via email to the staff and Board.

D. District Manager's Report

i. Ratification of QGS Change Order #38 for Riverstone Phases 3 & 4

Ms. Burns asked for any questions from the Board on the change order. There were no questions.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the QGS Change Order #38 for Riverstone Phase 3 & 4, was ratified.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Ms. Walsh, seconded by Mr. Andrade, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman