

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

The regular meeting of the Board of Supervisors of the Towne Park Community Development District was held Tuesday, **January 19, 2021** at 1:30 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
Lauren Schwenk *by Zoom*
Brian Walsh *by Zoom*
Jeff Shenefield
Justin Frye
Brad Fritz
Jennifer Tidwell *by Zoom*

Chairman
Vice Chairman
Assistant Secretary (Outgoing)
Assistant Secretary (Outgoing)
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk *via Zoom*
Clayton Smith

District Manager, GMS
Hopping Green & Sams
GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were three Board members present constituting a quorum, and two others joining by zoom.

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 December 10,
2020 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the December 10, 2020 Board of Supervisors meeting and asked for a motion to approve minutes.

On MOTION by Mr. Heath, seconded by Mr. Shenefield, with all in favor, the Minutes of the December 10, 2020 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Appointments to Vacant Seats

A. Consideration of Letter of Interest from Mr. Brad Fitz

Ms. Burns stated that two seats were to be transitioning in November 2020. No one qualified for those seats at that time. Two residents submitted letters of interest to the Board, Brad Fritz and Jennifer Tidwell. The first seat is a 4 year term and a nomination was made for Brad Fritz for seat #1, replacing Brian Walsh.

On MOTION by Mr. Frye, seconded by Mr. Heath, with all in favor, Nominating Brad Fitz for Seat #1, was approved.

B. Consideration of Letter of Interest from Mrs. Jennifer Tidwell

Ms. Burns asked for a nomination for Seat #5, replacing Jeff Shenefield. Ms. Jennifer Tidwell was nominated.

On MOTION by Mr. Heath, seconded by Mr. Shenefield, with all in favor, Jennifer Tidwell for Seat #5, was approved.

Ms. Burns swore in Mr. Fritz as a new member of the Board. Ms. Tidwell could not be sworn in via Zoom, and could participate in today's meeting but could not vote. Ms. Burns stated that Jennifer would be sworn in at a later date.

Mr. Roy Van Wyk reviewed the Sunshine law for the new members.

FIFTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Towing Enforcement

Ms. Burns stated this public meeting had been advertised previously. The Board had discussed at a previous meeting to designate the amenity facility parking lots as not allowing over-night parking. This would adopt the new policy. Maps were provided to show the tow away zones. Some permits would be allowed by requesting a permit by the District Manager.

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, to OPEN the Public Hearing, was approved.

Ms. Burns asked for any public comments on the Towing Policy. One comment was made regarding a vehicle that had been parked for months and the tag was expiring. A call had been made to tow the vehicle. Ms. Burns replied they could not tow until this policy was approved by the Board. Mr. Smith added that signs had been posted, but it could not be enforced until the policy was passed by the Board.

Ms. Burns asked for a motion to close the Public Hearing.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, to CLOSE the Public Hearing, was approved.

i. Consideration of Resolution 2021-07 Adopting Revised Parking Policies for the District Regarding Towing Enforcement

Ms. Burns stated that this resolution was included in the package and maps were also attached. She asked the Board for questions and hearing none, she asked for a motion.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Resolution 2021-07 Adopting Revised Parking Policies for the District Regarding Towing Enforcement, was approved.

Ms. Burns stated that they had reached out to at least five towing companies and they were not in the required radius of the community. She asked Mr. Van Wyk about allowing the District Manager and the Chair to negotiate and sign the agreement.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, Authorizing the Chair and the District Manager to Negotiate and Sign an Agreement with the Towing Company, was approved.

Ms. Burns asked for any other suggestions about Towing Companies to use would be helpful.

SIXTH ORDER OF BUSINESS

**Consideration of Conveyance Documents
for Phase 2B Common Areas**

Ms. Burns stated there was a special warranty deed in the agenda. Mr. Van Wyk noted this was just part of completing of the Phase 2 Project. This is an official acceptance of the lots and common areas, and it was ready for conveyance for fulltime operation and maintenance.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Conveyance Documents for Phase 2B Common Areas, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2021-08
Adopting the Amended Amenity Policies**

Ms. Burns stated that at a prior meeting fishing and the retention pond was discussed. The policy had stated there was no fishing allowed, and the Board had several requests from residents to allow fishing. This will update the policy with some added language about the ponds that will state that catch and release will be allowed.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Resolution 2021-08 Adopting the Amended Amenity Policies, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Fourth Amended and
Restated Disclosure of Public Financing**

Ms. Burns stated this document will be recorded in the public record. This is updated to reflect the most recent bond issuance. This will authorize counsel to record so that potential property owners that are looking in that assessment areas will be notified.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Forth Amended and Restated Disclosure of Public Financing, was approved.

NINTH ORDER OF BUSINESS

**Consideration of Personnel Leasing
Agreement**

Ms. Burns stated this agreement is between the District and Highland Sumner, LLC and it would allow the District to lease certain administrative personnel to assist the District Manager

and District Engineer with administration and processing of construction related activities. Since the Developer is already on-site, this allows their staff to facilitate the construction. This is a cost saving measure so that someone outside is not hired to do this. Mr. Van Wyk further explained the process. Mr. Heath was required to abstain from this vote.

On MOTION by Mr. Frye, seconded by Mr. Fritz, and Mr. Heath abstaining, the Personnel Leasing Agreement with Highland Sumner, was approved 2 to 1.

Ms. Burns stated that for the record Ms. Lauren Schwenk joined the meeting via Zoom at this time.

TENTH ORDER OF BUSINESS

Consideration of Memorandum from Hopping, Green, & Sams Regarding E-Verify Requirements in 2021

Mr. Van Wyk stated this requirement went into effect on January 1, 2021 and it required them to register as an entity to use the E-Verify System and include in all contracts language that requires any vendors to also use the E-Verify System. Ms. Burns has registered the Districts she represents and is asking for approval to add Towne Park to the register with Homeland Security so that the Board is in compliance with all requirements.

On MOTION by Mr. Heath, seconded by Mr. Fritz, with all in favor, the Memorandum from Hopping, Green, & Sams Regarding E-Verify Requirements in 2021 and Authorization for the District Manager to Enroll the District, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk asked Ms. Burns to review the Board fees with members. This involved each Board member receiving \$200 to attend each Board meeting. Both new members will receive the \$200.

B. Engineer

Ms. Wertz was not in attendance.

C. Field Manager's Report

Mr. Smith reviewed the field manager's report for the Board. Mr. Smith discussed the completed items; annual install was reduced. Entry monument lighting has been repaired and is up and running. Amenity area repairs have been complete to include access cards and No Parking signs. He is working on conveyances of amenities, washout repair is being made, and he is seeking upcoming proposals for plants and mulching. He added that the side walk has been repaired from earlier damage. There was a question about getting an access card and Ms. Burns stated they needed to contact her office.

D. District Manager's Report

i. Approval of the Check Register

Ms. Burns stated that the check register was from December 2020 to January 2021 and the register totaled \$1,457,503.46. Ms. Burns explained this included the Debt Assessments as well as Operations and Maintenance Assessments. This includes a transfer from the debt portion. This is collection fees and will transfer out. Ms. Burns asked if the Board had any questions. Hearing none, she asked for a motion to approve.

On MOTION by Mr. Heath, seconded by Mr. Fritz, with all in favor, the Check Register through January, 2021 Totaling \$1,457,503.46, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated that the financial statements through November were included in the agenda packets for review, adding that there was no action required.

iii. Ratification of Requisitions

a. Ratification of Series 2018 Phase 3A Requisitions #263 & #264

Ms. Burns stated that both requisitions had already been approved and asked for a motion to ratify. They have been funded out of the construction funds.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Series 2018 Phase 3A Requisitions #263 & #264 were ratified.

b. Ratification of Summary of Series 2020 Phase 3D Requisitions #1 to #7

Ms. Burns stated these had been approved and just need to be ratified.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Series 2020 Phase 3D Requisitions #1 to #7, were ratified.

TWELFTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience comments

A question was asked about the Club House and the opening. Ms. Burns explained this had been discussed as a part of the Phase 3 opening for COVID. The Board had discussed and decided not to open due to several factors. It was further explained being indoors was a factor in keeping it closed. Mr. Van Wyk added the that the insurance carrier suggested they keep it closed and they were staying within compliance with insurance. Ms. Burns added that the pool was open as well as everything else but the Clubhouse. It will continue to be monitored.

A comment came up about Highland Homes, and wanting to do grading on the fence line for homes. Clean up continues on pool deck area. There will be follow-up on that issue.

FOURTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman