

**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, **May 18, 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
Justin Frye
Jennifer Tidwell

Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk
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.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public joining the meeting in person. There were a two residents who joined via Zoom and she asked for their comments on the agenda items listed. There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 20, 2021
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the April 20, 2021 Board of Supervisors meeting and asked for a motion to approve minutes.

On MOTION by Mr. Heath, seconded by Ms. Tidwell, with all in favor, the Minutes of the April 20, 2021 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Licensing Agreement for Signage with LGI Homes

Ms. Burns noted that she was contacted by LGI Homes to get approval for their signage. The Board had no questions on the agreement regarding signage.

On MOTION by Mr. Frye, seconded by Mr. Heath, with all in favor, the Licensing Agreement for Signage with LGI Homes, was approved.

FIFTH ORDER OF BUSINESS

Discussion Regarding Adding Lights Around Mailboxes for Safety *(requested by Supervisor Tidwell)*

Ms. Tidwell reviewed her requested to add lights around the mailboxes. Mr. Smith reviewed quotes that he received to add lighting. After Board discussion, they asked Mr. Smith to look into additional options including a flood light on the building. Mr. Smith will bring back additional options and pricing to the next meeting.

SIXTH ORDER OF BUSINESS

Discussion Regarding Opening the Pool at 6 AM for Residents Wanting to Swim Laps *(requested by Supervisor Tidwell)*

Ms. Burns spoke with the resident who had requested the time change. After Board discussion, they decided to continue to keep the hours from dawn to dusk for safety purposes.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further to present to the Board but noted that he would be happy to answer any questions.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

Mr. Smith went over the field manager's report. Completed items included:

- Ponds were treated for algae and trash cleaning was arranged with the pond contractor

- New gate lock was installed on pool entry gate
- New latch was installed on the pool-to-playground gate
- Fixed shower head at amenity 1 pool

In progress items include:

- Manual lift for pool – options are being reviewed to replace existing lift with a manual one to ensure that the ADA device is readily usable by any residents who need it
- Pool Filter Drain Fix – Damaged drainpipes discovered. Plan to excavate and fix to protect landscaping from runoff

Upcoming items will include:

- Amenity 1 Pool/Playground Cleaning – Pressure washing of the playground and amenity area is needed and work will proceed soon
- Fence Off Storm Drains in Dog Park – Reviewed stormwater grates at the dog park, exploring possible solution. A small fence may be the best option.
- Amenity 2 is preparing to open.
- Mailbox Solar Lights – Lighting at the mailboxes is low, a proposal is being assembled to add solar lighting. Budgeting for next year.

A copy of the full field manager's report can be found in the agenda package and the Board had no questions about the report.

Mr. Smith presented the addendum from Lake Doctors to add aquatic maintenance for \$2,861.

On MOTION by Mr. Heath, seconded by Ms. Tidwell, with all in favor, the Addendum from Lake Doctors totaling \$2,681, was approved.
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D. District Manager's Report

i. Approval of the Check Register

Ms. Burns reported the check register, and it was included in the agenda package.

On MOTION by Mr. Heath, seconded by Ms. Tidwell, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

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

iii. Presentation of Number of Registered Voters – 701

Ms. Burns noted that there are currently 701 registered voters in the District as of April 15, 2021.

iv. Ratification of Requisitions

a. Ratification of Series 2019 Phase 3C Requisition #60

Ms. Burns stated that the requisitions had already been approved and asked for a motion to ratify.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Series 2019 Phase 3C Requisition #60, was ratified.

b. Ratification of Summary of Series 2020 Phase 3D Requisitions #59 to #72

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

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, Summary of Series 2020 Phase 3D Requisitions #59 to #72, were ratified.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience comments

Ms. Burns opened up the floor to public comment. There were no public comments.

Ms. Tidwell requested a sign for no climbing. Mr. Smith and Ms. Burns will research signage.

May 18, 2021

Towne Park CDD

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman