

**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, **July 20, 2021** at 1:30 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Brad Fritz	Assistant Secretary
Justin Frye	Assistant Secretary
Jennifer Tidwell	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group ( <i>via Zoom</i> )
Clayton Smith	GMS
Marshall Tindall	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 asked if any members of the public had a comment on anything on the agenda. Hearing none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the June 15, 2021  
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the June 15, 2021 Board of Supervisors meeting and asked for a motion to approve minutes.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Minutes of the June 15, 2021 Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the Fiscal Year 2022 Budget**

**i. Consideration of Resolution 2021-11 Adoption of the District’s Fiscal Year 2022 Budget and Appropriating Funds**

Ms. Burns stated that the public hearing was advertised in the paper as well as in a mailed notice that was sent to all residents. She noted that a corrected notice had been sent out as well. She then asked for a motion to open the public hearing.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Opening of the Public Hearing, was approved.

Ms. Burns asked if there were any questions or comments, and one resident asked if it was possible if they could receive an itemized list of everything that was paid for under the District. He then asked if the debt assessment would change. Ms. Burns responded that it was listed on the website but that she would get him a copy, adding that the only item that would fluctuate would be the Operations and Maintenance assessment.

Ms. Burns stated that changes had been made to the budget since the last meeting, including the addition of a line item for security services for \$30,000.

Mr. Fritz asked why some of the line items were so large, for items such as reserves, and Ms. Burns explained it would be for services such as pool resurfacing or large landscape improvements or storm drain repair. Ms. Burns then asked if the Board had any other questions, and hearing none, asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor Resolution 2021-11 Adoption of the District’s Fiscal Year 2022 Budget and Appropriating Funds, was approved.

Ms. Burns noted that the District attorney was on the line and had resigned from Hopping, Green & Sams and had started his own law firm, K.E. Law Group. The District had received a letter from both firms giving them the option to stay with the current law firm or to move to the new one. The Board decided to transfer to the new firm.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor the Transfer of Clients to K.E. Law Group, was approved.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Closing of the Public Hearing, was approved.

Mr. Van Wyk thanked the Board and noted that there would not be any changes in the costs to the District.

**B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments**

**i. Consideration of Resolution 2021-12 Imposing Special Assessments and Certifying an Assessment Roll**

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Opening of the Public Hearing, was approved.

Ms. Burns asked if the public had any comments or questions on the imposition and proceeded to ask if the Board had any questions as well. Hearing none, she asked for a motion to approve the resolution.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, Resolution 2021-12 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Closing of the Public Hearing, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-13 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022 Meetings**

Ms. Burns stated that the schedule included in the agenda package was the same as the current schedule of the third Tuesday at 1:30 p.m. at the same location. Ms. Tidwell noted that residents had asked if they could have the meetings at the courthouse, and Ms. Burns responded that they would have to change the dates and times as well in order to do that. The Board decided to keep the schedule the same and amend it in the future if needed.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, Resolution 2021-13 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022 Meetings, was approved.

**SIXTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2020 Audit Report**

Ms. Burns stated that the report was included in the agenda package and presented page 22 which was a summary of the audit. She noted that there were no findings or instances of non-compliance, was considered a clean audit, and had been submitted to the state. She asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, Fiscal Year 2020 Audit Report, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk asked that the Board authorize him to be their representative after his departure from Hopping, Green & Sams, and that they authorize the District Manager to enter into an agreement with his firm for general counsel and work for the District under the same rates.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, The Authorization to Execute the Agreement with K.E. Law Group, was approved.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager’s Report**

**i. Consideration of Proposals for Pest Control**

**a. Orkin**

**b. Massey Services**

Mr. Smith went over the Field Manager’s report. Completed items included:

- Trashcans were installed around the amenity center
- Warranty items such as the pool filter push valves were replaced

- The playground fence was installed
- Catfish were taken out of pool after storm
- Amenity 1 landscape refresh was completed

In progress items include:

- Dumpster for Amenity II was still being installed
- Replacement of coolant sensors
- Mailbox lighting was ordered but delayed
- Information on the lifts still being acquired, new lift needed repair after vandalism
- Dog Park grate replacement
- Mr. Smith found out that the landscaper did indeed cover insect control services as well for around the pool area and inside the amenity buildings

Upcoming items will include:

- Consideration of future replacement and upgrade of Amenity 1 and 2 pool furniture
- Consideration of future Top Post ant treatment in playgrounds

**ii. Consideration of Quote for Grate at Dog Park**

Mr. Smith went over the quote of the grates at the dog park, noting that they were \$525 each.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Quote for Grate at Dog Park, was approved.

**iii. Consideration of Proposal for New Toilet Paper Dispensers at Amenities (to be provided under separate cover)**

Mr. Smith went over the proposal, noting that they would have 2 big rolls on an encased dispenser.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Proposal for New Toilet Paper Dispensers at Amenities, was approved.

**D. District Manager's Report**

**i. Approval of the Check Register**

Ms. Burns reported the check register through July 13<sup>th</sup>. She asked if anyone had any questions and hearing none, asked for a motion to approve.

On MOTION by Mr. Fritz, seconded by Mr. Frye, 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. Ratification of Requisitions**

**a. Ratification of Series 2019 Phase 3B Requisition #102**

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

**b. Ratification of Summary of Series 2020 Phase 3D Requisitions #83 to #91**

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

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2019 Phase 3B Requisition #102 and the Series 2020 Phase 3D Requisitions #83 to #91, 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 the floor to public comment. One resident asked who was allowed to use each of the amenities, and Ms. Burns responded residents had use of both amenities.

Another resident had a concern about peeping toms at his home next to the lake, adding that he put signs up near his dock on CDD property that said, “no fishing between signs”, and another resident complained. Ms. Burns responded that signs were not allowed to be installed on CDD property without approval from the Board.

Ms. Tidwell responded that she understood the situation but that if they were to allow all residents to put up signs, it would eventually become an eyesore. Ms. Burns added that he could send her an idea of what he was wanting to do, and she would submit it to the Board for review.

July 20, 2021

Towne Park CDD

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman