

*Towne Park  
Community Development District*

*Meeting Agenda*

*July 12, 2022*

# AGENDA

# ***Towne Park***

## ***Community Development District***

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219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

July 5, 2022

**Board of Supervisors  
Towne Park  
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Towne Park Community Development District** will be held **Tuesday, July 12, 2022 at 1:30 PM** at the **Holiday Inn—Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880.**

Those members of the public wishing to attend the meeting can do so using the information below:

**Zoom Video Link:** <https://us06web.zoom.us/j/88595966026>

**Zoom Call-In Information:** 1-646-876-9923

**Meeting ID:** 885 9596 6026

Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (Public comments can be submitted via email to the District Manager at [jburns@gmscfl.com](mailto:jburns@gmscfl.com) prior to the beginning of the meeting)
3. Organizational Matters
  - A. Acceptance of Resignation from Justin Frye
  - B. Appointment to Fill the Vacant Board Seat
  - C. Administration of Oath to Newly Appointed Supervisor
  - D. Consideration of Resolution 2022-04 Electing Officers
4. Approval of Minutes of the April 12, 2022 Board of Supervisors Meeting
5. Public Hearing on the Adoption of the Fiscal Year 2023 Budget
  - A. Consideration of Resolution 2022-05 Adoption of the District's Fiscal Year 2023 Budget and Appropriating Funds
6. Consideration of Resolution 2022-06 Setting a Public Hearing to Amend Amenity Policies and Rates
7. Consideration of Resolution 2022-07 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023 Meetings

8. Review of Security Post Orders and Discussion Regarding Options for Remote Monitoring
9. Acceptance of Fiscal Year 2021 Audit Report
10. Staff Reports
  - A. Attorney
  - B. Engineer
    - i. Ratification of Stormwater Needs Analysis Report
  - C. Field Manager's Report (*to be provided under separate cover*)
    - i. Consideration of Quote to Replace Pool Filters at Amenity (*to be provided under separate cover*)
  - D. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet & Income Statement
    - iii. Presentation of Number of Registered Voters—1,368
11. Other Business
12. Supervisors Requests and Audience Comments
13. Adjournment

## SECTION III

# SECTION A

All,

Please consider this notice of my, Justin Frye, resignation from all CDD Boards in which I currently hold a position.

Thanks,  
Justin K. Frye

# SECTION D



**RESOLUTION 2022-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT  
ELECTING THE OFFICERS OF THE DISTRICT, AND  
PROVIDING FOR AN EFFECTIVE DATE**

**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*, being situated entirely within the City of Lakeland, Polk County, Florida; and

**WHEREAS**, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chair and by electing a Secretary, and such other officers as the Board may deem necessary.

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

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

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

**SECTION 2. CONFLICTS.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of July 2022.

ATTEST:

**TOWNE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

# MINUTES

**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, **April 12, 2022** at 1:30 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Justin Frye	Vice Chairman
Brad Fritz	Assistant Secretary
Jennifer Tidwell	Assistant Secretary
Greg Jones	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, KE Law Group
Alan Rayl	District Engineer
Clayton Smith	Field Services Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. There were four Board members present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted that no members of the public were present in person, and no members of the public were present via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 8,  
2022 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the February 8, 2022 Board of Supervisors meeting and asked for a motion to approve minutes.

On MOTION by Ms. Tidwell, seconded by Mr. Jones, with all in favor, the Minutes of the February 8, 2022 Board of Supervisors Meeting, were approved.

*For the record, Justin Frye joined the meeting at this time and future action includes his participation.*

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2022-02 Approving the Proposed Fiscal Year 2022/2023 Budget and Setting the Public Hearing to Adopt the Budget**

Ms. Burns presented the resolution, noting that it was the budget for the upcoming fiscal year that would start on October 1, 2022, and would run through September 30, 2023. She noted that they were not approving the budget, but that they were just setting the public hearing for later in the summer when they would adopt. She also noted that some of the line items had been changed within the budget. The general fund budget had a decrease in attorney's fees from \$50,000 to \$40,000, the management fee budget was increased, and the legal advertising and property insurance was decreased. Security services were increased as well. The Board decided on a public hearing date of July 12, 2022 at 1:30 p.m. She asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, Resolution 2022-02 Approving the Proposed Fiscal Year 2022/2023 Budget and Setting the Public Hearing to Adopt the Budget for July 12, 2022, at 1:30 p.m., was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resident Dock Application**

Ms. Burns presented the application, noting that it had been sent over by the HOA. She added that the HOA noted it was in compliance with all of their requirements. She asked for a motion to authorize counsel to draft the dock agreement to send it to the HOA.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Resident Dock Application and Authorization for Counsel to Draft the License Agreement, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03  
Approving the Use of Electronic  
Documents and Signatures**

Ms. Burns presented the resolution, noting that it would allow the District to use DocuSign instead of having hard copies of documents.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, Resolution 2022-03 Approving the Use of Electronic Documents and Signatures, was approved.

**SEVENTH ORDER OF BUSINESS**

**CLOSED Session of Board Discussion  
Regarding Security**

Ms. Burns noted that under public records requests, certain security information is exempt from public record such as camera locations or security hours. She noted the session had been advertised.

*\*The closed security session ensued off the record before the recording was resumed.*

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, Securitas Option #1 Security Services Proposal with Service Starting June 2022, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock had nothing further for the Board.

**B. Engineer**

**i. Consideration of Estimate for Stormwater Management Report Preparation**

Mr. Rayl presented the estimate for the Stormwater Needs Analysis, noting the total was at a not-to-exceed of \$10,000. Ms. Burns explained it was a required report and that it would fit into the existing budget.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Estimate for Stormwater Management Report Preparation, with a Not-to-Exceed Amount of \$10,000, was approved.

### C. Field Manager's Report

Mr. Smith Presented the field manager's report. Completed items include:

- Pressure-washed playground at Amenity 1 as well as sidewalks and parking lots around the Amenity
- Warranty fence that was stolen was replaced
- Mulch, annuals, and landscaping in progress
- Residents called about midge issues around pond, treatment was completed in surrounding area
- Mr. Smith gave the idea that they could stock the pond with fish to mitigate the midge infestation if need be. He would get back to the Board with estimates.

#### i. **Consideration of Proposals for Bollards at the Back of Phase 3 and 4** *(to be provided under separate cover)*

Mr. Smith presented the proposals, and the Board decided to approve Proposal #191 with GMS. Ms. Burns asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Mr. Jones, with all in favor, Proposal #191, was approved.

#### ii. **Consideration of Proposal for Solar Lights at Phase 5 and 6 Mailboxes** *(to be provided under separate cover)*

Mr. Smith presented the proposal, and the Board decided to approve Proposal #190 with GMS. Ms. Burns asked for a motion to approve with a not-to-exceed of \$2,400 for two additional solar mailbox lights.

On MOTION by Mr. Frye, seconded by Mr. Jones, with all in favor, the Proposal #190, plus Two Additional Solar Mailbox Lights with a NTE of \$2,400, was approved.

Mr. Smith also brought up a couple of items regarding landscaping, including getting mulch replaced around the exercise equipment, noting that he would get an estimate for it.

**D. District Manager's Report**

**i. Approval of the Check Register**

Ms. Burns reviewed the check register and noted that it can be found in the agenda package. She asked if anyone had any questions and hearing none, asked for a motion to approve.

On MOTION by Mr. Frye, 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 through February 28<sup>th</sup>, 2022, adding that there was no action required.

**iii. Announcing General Election Qualifying Period (Starting 12:00 PM Monday, June 13, 2022 and Ending 12:00 PM Friday, June 17, 2022)**

Ms. Burns stated that there were two more seats that were transferring over to residents, noting that the qualifying period was Monday, June 13<sup>th</sup> at 12 p.m. through Friday, June 17<sup>th</sup> at 12 p.m. She added that any residents interested in running could apply at the Supervisor of Elections Office to qualify.

**NINTH ORDER OF BUSINESS**

There being none, the next item followed.

**Other Business**

**TENTH ORDER OF BUSINESS**

There being none, the next item followed.

**Supervisors Requests and Audience comments**

**ELEVENTH ORDER OF BUSINESS**

Ms. Burns adjourned the meeting.

**Adjournment**

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## SECTION V



# SECTION A

## RESOLUTION 2022-05

### **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, 2022 AND ENDING SEPTEMBER 30, 2023; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2022, 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, 2022 and ending September 30, 2023 (“**Fiscal Year 2022/2023**”) 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, 2023.”
- 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 2022/2023, 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	\$ _____
SERIES 2016 2A DEBT SERVICE FUND	\$ _____
SERIES 2018 2B DEBT SERVICE FUND	\$ _____
SERIES 2018 3A DEBT SERVICE FUND	\$ _____
SERIES 2019 3B DEBT SERVICE FUND	\$ _____
SERIES 2019 3C DEBT SERVICE FUND	\$ _____
SERIES 2020 3D DEBT SERVICE FUND	\$ _____
TOTAL ALL FUNDS	\$ _____

## SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2022/2023 or within 60 days following the end of the Fiscal Year 2022/2023 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. 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 12<sup>TH</sup> DAY OF JULY, 2022.**

ATTEST:

**TOWN PARK COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

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

*Updated  
Proposed  
Budget will be  
provided under  
separate cover*

## SECTION VI

**RESOLUTION 2022-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING AMENDED AMENITY POLICIES AND RATES; AND PROVIDING 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 within the City of Lakeland, Polk County, Florida; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District’s Board of Supervisors (“Board”) to adopt rules setting amenity rates pursuant to Chapter 120, *Florida Statutes*.

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

**SECTION 1.** The Board of Supervisors will hold a public hearing to adopt amended Amenity Policies and Rates setting forth the suspension and termination of privileges related to the use of the district’s recreational facilities and services, and establish non-resident fees and rental rates, among others, related to the use of the District’s recreational facilities and services, a proposed copy of which is attached hereto as **Exhibit A** (“Amenity Rules”). The Board will hold a public hearing on **Tuesday, September 13, 2022, at 1:30 p.m., at the Holiday Inn—Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880.**

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 12th day of July, 2022.

**ATTEST:**

**TOWNE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

**Exhibit A**      Amended Amenity Rules

*Amended  
Policies and  
Rates will be  
provided under  
separate cover*



## SECTION VII

## **RESOLUTION 2022-07**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2022-2023; AND PROVIDING FOR AN EFFECTIVE DATE**

**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*, being situated entirely within the City of Lakeland, Florida; and

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

**WHEREAS**, the Board desires to adopt the Fiscal Year 2022-2023 annual meeting schedule attached as **Exhibit A**.

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

**SECTION 1.** The Fiscal Year 2022-2023 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of July 2022.

ATTEST:

**TOWNE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairperson, Board of Supervisors

**Exhibit A:** Fiscal Year 2022-2023 Annual Meeting Schedule

## **Exhibit A**

### **BOARD OF SUPERVISORS MEETING DATES TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2022-2023**

The Board of Supervisors of the Towne Park Community Development District will hold their regular meetings for Fiscal Year 2022-2023 on the 2<sup>nd</sup> Tuesday of each month at 1:30 PM at the Holiday Inn Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880, unless otherwise indicated as follows:

**October 11, 2022  
November 8, 2022  
December 13, 2022  
January 10, 2023  
February 14, 2023  
March 14, 2023  
April 11, 2023  
May 9, 2023  
June 13, 2023  
July 11, 2023  
August 8, 2023  
September 12, 2023**

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 Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

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) 841-5524 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

## SECTION VIII



SECURITAS SECURITY SERVICES USA, INC.

***POST  
ORDERS***

**TOWNE PARK CDD  
219 E. LIVINGSTON ST  
ORLANDO 32801**



Approved by

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Tricia Adams

District Manager

6/2/2022

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Date

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Thomas Bresnayan

District Manager

6/2/2022

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Date

## **\*\*1.0 Post Duties**

<b>Post Duties</b>	
<b>Towne Park CDD</b>	
You will be provided with the appropriate uniform, but it is your responsibility to make sure that the uniform is kept clean and neat.	
<b>Time</b>	<b>Duties</b>
After signing into your shift - ALL Shifts	<ol style="list-style-type: none"><li>1. Arrive at your post on time, and record your time on your timesheet in LIVE time. The outgoing Security Officer cannot leave until you arrive on post. Review previous Daily Activity Report(s). Review Vision reports if applicable.</li><li>2. Review all equipment to ensure it is in working order, plugged in, and/or charged. If you need additional batteries, or are missing any equipment, contact your immediate Supervisor.</li><li>3. Perform cellular telephone/ Vision smartphone check (if applicable).</li><li>4. Complete Daily Activity Report throughout the entire shift.</li><li>5. Review immediate area for any safety hazards.</li></ol>
	<p style="text-align: center;"><b><u>DEFINITIONS</u></b></p> <p><b>"Amenities" or "Amenity Facilities"</b> – shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the Clubhouse, fitness center, swimming pool, and basketball courts, together with their appurtenant facilities and areas.</p> <p><b>"Amenity Policies" or "Policies"</b> – shall mean these Amenity Policies and Rates of the Towne Park Community Development District, as amended from time to time. The Board of Supervisors reserves the right to amend or modify these Policies when and as necessary and will notify Patrons of any changes by posting the revised Policies on the District's website. The Board of Supervisors and District Staff shall have full authority to enforce the Amenity Policies.</p> <p><b>"Amenity Manager"</b> – shall mean the District Manager or that person or firm so designated by the District's Board of Supervisors, including their employees.</p> <p><b>"Annual User Fee"</b> – shall mean the fee established by the District for any person that is not a Resident and wishes to become a Non-Resident Patron. The amount of the Annual User Fee is set forth herein, and that amount is subject to change based on Board action.</p> <p><b>"Board of Supervisors" or "Board"</b> – shall mean the Towne Park Community Development District's Board of Supervisors.</p> <p><b>"Clubhouse"</b> – shall mean the amenity building commonly referred to as the _____ Clubhouse, located at _____.</p> <p><b>"District"</b> – shall mean the Towne Park Community Development District.</p>

**"District Staff"** – shall mean the professional management company with which the District has contracted to provide management services to the District, the Amenity Manager, and District Counsel.

**"Household"** – shall mean those individuals residing within the immediate household of a Patron. This can consist of individuals who have not yet attained the age of eighteen or individuals over the age of eighteen (18) actually residing in the household. This does not include visiting relatives, or extended family not residing in the home. Proof of residency for individuals over the age of eighteen (18) years is required by driver's license or state or federal issued form of identification. A signed affidavit of residency shall be required for individuals under the age of eighteen (18) years.

**"Guest"** – shall mean any person or persons, other than a Patron, who are expressly authorized by the District to use the Amenities, or invited for a specific visit by a Patron over the age of eighteen (18) years to use the Amenities.

**"Access Card"** – shall mean an electronic Access Card issued by the District Manager to each Patron (as defined herein) to access the Amenity Facilities.

**"Non-Resident"** – shall mean any person who does not own property within the District.

**"Non-Resident Patron"** – shall mean any person or Household not owning property in the District who is paying the Annual User Fee to the District for use of all Amenity Facilities.

**"Patron" or "Patrons"** – shall mean Residents, Guests, Non-Resident Patrons, and Renters who are eighteen (18) years of age and older.

**"Renter"** – shall mean an individual maintaining his or her residence in a home located within the District pursuant to a valid rental or lease agreement. Proof of valid rental or lease agreement shall be required.

**"Resident"** – shall mean any person or Household owning property within the District.

### **AMENITIES ACCESS AND USAGE**

The Towne Park amenity centers are owned and operated by the Towne Park Community Development District, a local unit of special purpose government established and operating pursuant to Chapter 190, Florida Statutes. Anyone interested in purchasing an annual Non-Resident Membership to utilize the Facilities, including members of the general public residing outside the boundaries of the District, should contact Tricia Adams, District Manager, at 407.841.5524 ext 138

Only Patrons and Guests have the right to use the Amenities; provided, however, that certain community programming events may be available to the general public where permitted by the District, and subject to payment of any applicable fees and satisfaction of any other applicable requirements, including adherence to these Amenity Policies. All persons using the Amenities do so at their own risk and agree to abide by the Amenity Policies. The District shall assume no responsibility and shall not be liable in any accidents, personal injury or death, or damage to, or loss of property arising from the use of the Amenities or from the acts, omissions, or negligence of other persons using the Amenities.

*Resident Access and Usage.* Residents must pay Operations & Maintenance Assessments applicable to property owners within the District in accordance with the District's annual assessment resolution. Payment of Operations & Maintenance Assessments covers the Annual User Fee for such Resident

and entitles the Resident to use of the Amenities for the corresponding fiscal year of the District, which year begins October 1 and ends September 30. Residents must complete the Amenity Access Registration Form prior to access or use of the Amenities.

*Non-Resident Access and Usage.* A Non-Resident Patron must pay the Annual User Fee applicable to Non-Residents in order to have the right to use the Amenities for one full year, which year begins from the date of receipt of payment by the District. This fee must be paid in full before the Non-Resident may use the Amenities. Each subsequent Annual User Fee shall be paid in full on the anniversary date of application. Annual User Fees may be renewed no more than thirty (30) days in advance of the date of expiration and for no more than one calendar year. Multi-year memberships are not available. The Annual User Fee is nonrefundable and nontransferable. Non-Resident Patrons must complete the Amenity Facilities Access Registration Form prior to access or use of the Amenities.

*Guest Access and Usage.* Each Patron Household and Non-Resident Patron Household is entitled to bring four (4) persons as Guests to the Amenities at one time (unless Patron Household or Non-Resident Patron Household has reserved the Clubhouse). District Staff shall be authorized to verify and enforce the authorized number of Guests. A Patron over the age of eighteen (18) years must accompany Guests at all times during Guests use of the Amenities and are responsible for any and all actions taken by such Guests. Violation of these Amenity Policies by a Guest may result in suspension or termination of the Patron's access and usage privileges. Exceeding the authorized number of Guests specified above shall be grounds for suspension or termination of a Patron Household or Non-Resident Patron Household's access and usage privileges.

*Renter's Privileges.* Residents who rent or lease residential unit(s) in the District shall have the right to designate the Renter of the residential unit(s) as the beneficial users of the Resident's privileges to use the Amenities upon written documentation. Residents may retain their Amenities rights in lieu of granting them to their Renters. Residents may not retain their rights to use the Amenities and grant them to Renters at the same time for the same residential property.

1. A Renter who is designated by a Resident as the beneficial user of the Resident's rights to use the Amenities shall be entitled to the same rights and privileges to use the Amenities as the Resident. A Renter will be required to provide proof of residency (i.e. a copy of the lease agreement) and pay any applicable fee before he or she receives an Access Card. Such Renter shall receive an Access Card which shall expire at the end of the lease term and may be reactivated upon provision of proof of residency.
2. During the period when a Renter is designated as the beneficial user, the Resident shall not be entitled to use the Amenities.
3. Residents shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Resident owners are responsible for the deportment of their respective Renter.
4. Renters shall be subject to all Amenity Policies as the Board may adopt from time to time.

*Access Cards.* Facility Access Cards will be issued to each residential unit at the time they are closing upon property within the District. Proof of property ownership may be required annually. All Patrons must use their Access Card for entrance to the Amenities. Access Card should not be given out to non-residents. A maximum of two (2) Access Cards will be issued per residential unit.



All Patrons must use their Access Cards for entrance to the Amenity Facilities. Minors under fourteen (14) years of age must be accompanied by an adult eighteen (18) years and older at all times. Each residential unit will be authorized initial Access Cards free of charge after which a fee shall be charged for each additional Access Card in accordance with the Amenity Rates then in effect.

Patrons must scan their Access Cards in the card reader to gain access to the Amenities. This Access Card system provides a security and safety measure for Patrons and protects the Amenities from non-Patron entry. Under no circumstances, shall a Patron provide their Access Card to another person, whether Patron or non-Patron, to allow access to the Amenities.

Access Cards are the property of the District and are non-transferable except in accordance with the District's Amenity Policies. All lost or stolen cards must be reported immediately to District Staff. Fees shall apply to replace any lost or stolen cards.

### **SMOKING, DRUGS, AND ALCOHOL**

Smoking, including using any paraphernalia designed to consume tobacco or other smokable substances such as vapor and electric devices, is not permitted anywhere inside the Amenity Facilities, including any building, or enclosed or fenced area to the maximum extent of the prohibitions set forth in the Florida Clean Indoor Air Act or other subsequent legislation. Additionally, to the extent not prohibited by law, smoking is discouraged in all other areas of the Amenities and on District owned property. All waste must be disposed of in the appropriate receptacles. No employee or contractor of the District shall smoke in any building, or enclosed or fenced area of the Amenities. Any violation of this policy shall be reported to District Staff.

Possession, use, and/or consumption of illegal drugs or alcoholic beverages is prohibited at the Amenities and on all other District owned property. Any person that appears to be under the influence of drugs or alcohol will be asked to leave the Amenities. Violation of this policy may result in suspension or termination of Amenity access and usage privileges and illegal drug use may be punished to the maximum extent allowed by law.

### **SERVICE ANIMAL POLICY**

Dogs or other pets (with the exception of "Service Animal(s)" trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability) are not permitted within any District-owned public accommodations including, but not limited to, amenity buildings (offices, social halls and fitness center), pools, tennis courts, basketball courts, playgrounds, parking lots, open spaces and other appurtenances or related improvements. A Service Animal must be kept under the control of its handler by leash or harness, unless doing so interferes with the Service Animal's work or tasks or the individual's disability prevents doing so. The District may remove the Service Animal under the following conditions:

- If the Service Animal is out of control and the handler does not take effective measures to control it;
- If the Service Animal is not housebroken; or,
- If the Service Animal's behavior poses a direct threat to the health and safety of others.

The District is prohibited from asking about the nature or extent of an individual's disability in order to determine whether an animal is a Service Animal or pet. However, the District may ask whether an animal is a Service Animal required because of a disability and what work or tasks the animal has been trained to perform.

## **GENERAL AMENITY POLICIES**

*Hours of Operation.* All hours of operation of the Amenities will be established and published by the District on its website. The District may restrict access or close some or all of the Amenities due to inclement weather, for purposes of providing a community activity, for making improvements, for conducting maintenance, or for other purposes. Any programs or activities of the District may have priority over other users of the Amenities.

Unless otherwise posted on the website, all outdoor Amenities are open only from dawn until dusk. The specific, current hours of operation for several of the Amenities, which may be amended from time to time and which may be subject to closure for holidays and other special circumstances, are as published on the District's website. No Patron or Guest is allowed in the service areas of the Amenities.

*General Usage Guidelines.* Except as otherwise stated herein, the following guidelines govern the use of the Amenities generally. Specific policies for each Amenity are outlined in the respective section for each herein.

(1) *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.

(2) *Attire.* With the exception of the pool and wet areas where bathing suits are permitted, Patrons and Guests must be properly attired with shirts and shoes to use the Amenities. Bathing suits and wet feet are not allowed indoors with the exception of the bath rooms.

(3) *Food and Drink.* Food and drink will be limited to designated areas only. No glass containers of any type are permitted at any of the Amenities. All persons using any of the Amenities must keep the area clean by properly disposing of trash or debris.

(4) *Parking and Vehicles.* Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, or in any way which blocks the normal flow of traffic. During special events, alternative parking arrangements may be authorized but only as directed by District staff. Off-road bikes/vehicles (including ATV's), and motorized scooters are prohibited on all property owned, maintained, and operated by the District or at any of the Amenities within District unless they are owned by the District.

(5) *Fireworks.* Fireworks of any kind are not permitted anywhere on District owned property or adjacent areas.

(6) *Skateboards, Etc.* Bicycles, skateboards, or rollerblades are not permitted on Amenity property which includes, but is not limited to, the amenity parking lot, Clubhouse, pool area, athletic fields, basketball courts, playground area, and sidewalks surrounding these areas.

(7) *Grills.* Personal barbeque grills are not permitted at the Amenities or on any other District owned property.

(8) *Firearms.* Firearms are not permitted in the Amenities unless the Patron is authorized to possess and carry a firearm under Florida law. Among other prohibitions, no firearms may be carried to any meeting of the District's Board of Supervisors.

(9) *Equipment.* All District equipment, furniture, and other tangible property must be returned in good condition after use. Patrons and Guests are encouraged to notify District Staff if such items are in need of repair, maintenance, or cleaning.

- (10) *Littering.* Patrons and Guests are responsible for cleaning up after themselves and helping to keep the Amenities clean at all times.
- (11) *Bounce Houses and Other Structures.* The installation and use of bounce houses and similar apparatus is prohibited on District property. No exceptions will be made.
- (12) *Cellular Phones.* To prevent disturbance to others, use of cellular telephones should be limited while using the Amenities and Patrons and Guests are asked to keep their ringers turned off or on vibrate while using the Amenities.
- (13) *Excessive Noise.* Excessive noise that will disturb other Patrons and Guests is not permitted.
- (14) *Lost or Stolen Property.* The District is not responsible for lost or stolen items. The Amenity Manager is not permitted to hold valuables or bags for Patrons or Guests. All found items should be turned in to the Amenity Manager for storage in the lost and found. Items will be stored in the lost and found for two weeks after which District Staff shall dispose of such items in such manner as determined in its sole discretion; provided, however, that District Staff shall not be permitted to keep such items personally or to give such items to a Patron not otherwise claiming ownership.
- (15) *Trespassing / Loitering.* There is no trespassing or loitering allowed at the Amenities. Any individual violating this policy may be reported to the local authorities.
- (16) *Compliance with Laws.* All Patrons and Guests shall abide by and comply with any and all federal, state and local laws and ordinances, as well as any District rules and policies, while present at or utilizing the Amenities, and shall ensure that any minor for whom they are responsible also complies with the same.
- (17) *Courtesy.* Patrons and their Guests shall treat all staff members and other Patrons and Guests with courtesy and respect. Disrespectful or abusive treatment of District staff or contractors may result in suspension or termination of Amenity access and usage privileges.
- (18) *Emergencies.* In the event of an injury, property damage, or other emergency, please contact District Staff immediately in accordance with the terms of this policy contained herein.
- (19) *False Alarms.* Any Patron improperly attempting to enter the Amenity Facilities outside of regular operating hours or without the use of a valid Access Card and who thereby causes the security alarm to sound will be responsible for the full amount of any fee charged to the District in connection with such security alarm.

### **SWIMMING POOL POLICIES**

- (1) *Operating Hours.* Swimming is permitted only during designated hours, as posted at the pool. Swimming after dusk is prohibited by the Florida Department of Health.
- (2) *Swim at Your Own Risk.* No Lifeguards will be on duty. All persons using the pool do so at their own risk and must abide by all swimming pool rules and policies.
- (3) *Supervision of Minors.* Minors under the age of fourteen (14) years must be accompanied by, and supervised by, an adult at least eighteen (18) years of age at all times for usage of the pool. All children five
1. years of age or younger, as well as all children who are unable to swim by themselves, must be supervised by a responsible individual eighteen (18) years of age or older within arm's length at all times when on the pool deck or in the pool. All children, regardless of age, using

inflatable armbands (i.e., water wings) or any approved Coast Guard flotation device MUST be supervised one-on-one by an adult who is in the water and within arm's length of the child.

1. *Aquatic Toys and Recreational Equipment.* No flotation devices are allowed in the pool except for water wings and swim rings used by small children, under the direct supervision of an adult as specified in Section (3) immediately above. Inflatable rafts, balls, pool floats and other toys and equipment are prohibited.

*Prevention of Disease.* All swimmers must shower before initially entering the pool. Persons with open cuts, wounds, sores or blisters, nasal or ear discharge may not use the pool. No person should use the pool with or suspected of having a communicable disease which could be transmitted through the use of the pool.

*Attire.* Appropriate swimming attire (swimsuits) must be worn at all times. No thongs or Brazilian bikinis are allowed. Wearing prohibited attire will result in immediate expulsion from the pool area.

*Horseplay* No jumping, pushing, running, wrestling, excessive splashing, sitting or standing on shoulders, spitting water, or other horseplay is allowed in the pool or on the pool deck area.

*Diving.* Diving is strictly prohibited at the pool. Back dives, back flips, back jumps or other dangerous actions are prohibited.

*Weather.* The pool and pool area will be closed during electrical storms or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder or sighting of lightning and will remain closed for thirty (30) minutes after the last sighting. Everyone must leave the pool deck immediately upon hearing thunder or sighting lightning.

*Pool Furniture; Reservation of Tables or Chairs.* Tables and chairs may not be removed from the pool deck. Tables or chairs on the deck area may not be reserved by placing towels or personal belongings on them.

*Entrances.* Pool entrances must be kept clear at all times.

*Pollution.* No one shall pollute the pool. Anyone who does pollute the pool is liable for any costs incurred in treating and reopening the pool.

*Swim Diapers.* Children under the age of three (3) years, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste contaminating the swimming pool and deck area. If contamination occurs, the pool will be shocked and closed for a period of twelve (12) hours. Persons not abiding by this policy shall be responsible for any costs incurred in treating and reopening the pool.

(4) *Staff Only.* Only authorized staff members and contractors are allowed in the service and chemical storage areas. Only authorized staff members and contractors may operate pool equipment or use pool chemicals.

(5) *Pool Closure.* In addition to Polk County and the State of Florida Health Code Standards, and as noted above, the pool will be closed for the following reasons:

- During severe weather conditions (heavy rain, lightning, and thunder) and warnings, especially when visibility to the pool bottom is compromised (deck also closed).
- For thirty (30) minutes following the last occurrence of thunder or lightning (deck also closed).
- Operational and mechanical treatments or difficulties affecting pool water quality.
- For a period of time following any mishap that results in feces or vomit in the pool water.
- Any other reason deemed to be in the best interests of the District as determined by District staff.

(6) *Containers.* No glass, breakable items, or alcoholic beverages are permitted in the pool area. No food or chewing gum is allowed in the pool.

(7) *No Private Rentals.* The pool area is not available for rental for private events. All pool rules and limitations on authorized numbers of Guests remain in full affect during the rental of other Amenity areas.

(8) *Programming.* District Staff reserves the right to authorize all programs and activities, including with regard to the number of guest participants, equipment, supplies, usage, etc., conducted at the pool, including swim lessons, aquatic/recreational programs and pool parties. Any organized activities taking place at the Amenity Center must first be approved by the District.

### **FITNESS CENTER POLICIES**

(1) *Exercise at Your Own Risk.* The fitness center is not supervised during operating hours. All Patrons and Guests are encouraged to consult their physician before beginning an exercise program and consult fitness staff for questions about equipment use. All Patrons and Guests shall consult District Staff for any questions or concerns about the equipment.

(2) *Usage Restrictions.* Patrons and Guests ages fourteen (14) years and older may use the fitness center, but they must have an Access Card and signed waiver on file. No children under the age of (14) years are allowed in the fitness center at any time.

(3) *Attire.* Appropriate attire including shorts, shirts, and closed toed athletic footwear must be worn at all times in the fitness center.

(4) *Food and Drink.* No food or chewing gum is permitted in the fitness center. Water or other sport drinks must be contained in non-breakable spill-proof containers.

(5) *Noise.* Personal music devices are permitted if used with headphones and played at a volume that does not disturb others. Cell phones should be silenced and not used while in the fitness center.

(6) *Equipment.* Weights or other fitness equipment may not be removed from the fitness center. Please replace weights to their proper location after use. Free weights are not to be dropped and should be placed only on the floor or on equipment made specifically for storage of the weights. Individuals are responsible for wiping down fitness equipment after use.

(7) *Personal Training.* Except as expressly authorized by the District, the provision of personal training services for fees, or solicitation of personal training services for fees, is prohibited.

(8) *Hand Chalk.* Hand chalk is not permitted.

- (9) *Personal Items.* No bags, gear, or clothing are permitted on the floor of the fitness center or on the fitness equipment.
- (10) *Courtesy.* If a Patron/Guest is waiting, cardiovascular equipment utilization is limited to thirty (30) minutes. If a Patron or Guest is waiting for the weight equipment, individuals should allow others to "work in" between sets. All equipment must be wiped down after use with the wipes and/or spray provided.
- (11) *Maintenance.* All concerns, equipment malfunctions, and maintenance needs should be reported to District Staff immediately.
- (12) *Emergencies.* All emergencies and injuries must be reported to District Staff immediately.

### **BASKETBALL COURT POLICIES**

1. *Use at Own Risk.* Patrons and Guests may use the basketball courts at their own risk and must comply with all posted signage. All Patrons and Guests are encouraged to consult their physician before beginning an exercise program and using the basketball courts.
  2. *Hours of Operation.* Unless otherwise posted, the basketball courts are open from dawn until dusk.
  3. *Supervision of Children.* Supervision by an adult eighteen (18) years and older is required for minors under the age of fourteen (14) years.
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1. *No Reservations.* The basketball courts are available for use by Patrons and Guests on a first-come, first-serve basis and cannot be reserved in advance. If another Patron or Guest is waiting, basketball court usage shall be limited to one (1) hour.
  2. *Attire.* Appropriate athletic attire including shorts, shirts, and closed toed athletic footwear must be worn at all times in the basketball courts. No black soled shoes are permitted.
  3. *Destructive Use of Equipment Prohibited.* Hanging on the hoops, dunking, drawing on the courts, and destructive use of the equipment is prohibited.
  4. *Food and Drinks.* Food and gum are not permitted on the basketball courts. Drinks must be in a non-breakable spill-proof container. Patrons and Guests are responsible for clean-up of any food or drinks brought by them to the basketball courts.
  5. *Prohibited Equipment.* No bicycles, scooters, skateboards, rollerblades or other equipment are permitted on the basketball courts. No chairs, other than those provided by the District, are permitted on the basketball courts.
  6. *Emergencies.* All emergencies and injuries must be reported to District Staff immediately.

### **PLAYGROUND POLICIES**

- (1) *Use at Own Risk.* Patrons and Guests may use the playgrounds and parks at their own risk and must comply with all posted signage.
- (2) *Hours of Operation.* Unless otherwise posted, all playground and park hours are from dawn to dusk.
- (3) *Supervision of Children.* Supervision by an adult eighteen (18) years and older is required for children under the age of thirteen (13) years. Children must remain in the sight of adult supervisor at all times. All children are expected to play cooperatively with other children.
- (4) *Shoes.* Proper footwear is required and no loose clothing especially with strings should be worn.



- (5) *Mulch.* The mulch material is necessary for reducing fall impact and for good drainage. It is not to be picked up, thrown, or kicked for any reason.
- (6) *Food & Drink.* No food, drinks or gum are permitted on the playground, but are permitted at the parks. Patrons and Guests are responsible for clean-up of any food or drinks brought by them to the parks.
- (7) *Glass Containers.* No glass containers are permitted.

### **FACILITY RENTAL POLICIES**

1. *Rentals; Patrons Only.* For the convenience and enjoyment of our Patrons, the Clubhouse is available for rental during normal operating hours by Patrons in order to use the Clubhouse on an exclusive basis for organized events. Unless otherwise directed by the District, only Patrons may rent the Clubhouse. Patrons may not rent the Clubhouse on behalf of non-Patrons. All rentals are subject to availability and the discretion of District Staff. The pool and pool deck areas are NOT available for rental and shall remain open to other Patrons and their Guests during normal operating hours.
2. *Rental Reservation Process.* Patrons interested in renting the clubhouse may reserve a desired rental date and time on a first-come, first-serve basis up to four (4) months in advance of such desired rental date. To reserve a desired rental date and time, Patrons must submit to the Amenity Manager a completed Amenity Rental Form and a check in the full amount of the Deposit as specified in the Amenity Rates ("Rental Date"). A desired rental date will NOT be reserved until both the completed Amenity Rental Form and Deposit are received by District Staff. District Staff will review the Amenity Rental Form and has full authority to deny the request subject to availability and in its reasonable discretion. No later than fourteen days prior to the Rental Date, Patron must submit a check to the Amenity Manager for the full amount of the Rental Fee as specified in the Amenity Rates or Patron's Deposit will be forfeited and the Rental Date will be released and made available to other Patrons. To make a reservation within fourteen (14) days of the desired rental date, Patrons must submit to District Staff a completed Amenity Rental Form and a check in the total amount of both the Deposit and Rental Fee. NO EXCEPTIONS WILL BE MADE TO THE RENTAL RESERVATION PROCESS.
- (3) *Cancellations.* Cancellations must be made in writing and received by the Amenity Manager at least fifteen (15) days in advance of the Rental Date in order for Patron to receive a refund of the Deposit.
- (4) *Deposits.* Deposits will be returned within ten (10) days of the Rental Date provided there has been no damage to District property and the Clubhouse has been properly cleaned after use. To receive the full refund of the Deposit, the renting Patron must:
  - i. Remove all garbage, place in dumpster, and replace garbage liners;
  - ii. Remove all decorations, event displays, and materials;
  - iii. Return all furniture and other items to their original position;
  - iv. Wipe off counters, table tops, and the sink area;
  - v. Clean out and wipe down the refrigerator as well as any cabinets and other appliances used; and
  - vi. Otherwise clean the Clubhouse and restore it to the pre-rented condition, and to the satisfaction of District Staff.

(5) *Additional Cleaning or Damage.* The District may retain all or part of any Deposit if the District determines, in its sole discretion, that it is necessary to perform additional cleaning or to repair any damages arising from the rental. Should the costs of any such cleaning or repairs exceed the Deposit, the District shall have authority to recover such costs from Patron by any means legally available and to suspend Patron's access and use privileges until such Patron pays any such amounts.

1. *Duration of Events.* Unless otherwise authorized in writing by the District's Board of Supervisors pursuant to a special request, rentals shall take place during normal business hours and be for a maximum of five (5) hours, inclusive of set-up and clean-up time. No exceptions shall be made to allow for set-up or clean-up outside of the five (5) hour rental period.
2. *Noise.* The volume of any live or recorded music must not violate applicable County noise ordinances or unreasonably interfere with residents' use and enjoyment of their homes or the other Amenities.
3. *Capacity.* Under no circumstances shall the capacity limit of the Clubhouse be exceeded during any rental.
4. *Insurance.* Additional liability insurance coverage may be required for events that the District determines in its sole discretion should require additional liability insurance. The District must be named as an additional insured on any such insurance policy in order to satisfy any such requirement for additional liability insurance.

### **POND POLICIES**

Ponds and other stormwater management facilities ("Ponds") within the District primarily function as retention ponds to facilitate the District's system for treatment and attenuation of stormwater run-off and overflow. As a result, contaminants may be present in the water. These policies are intended to limit contact with such contaminants and ensure the continued operations of the Ponds while allowing limited recreational use of the same.

- (1) Users of District Ponds shall not engage in any conduct or omission that violates any ordinance, resolution, law, permit requirement, or regulation of any governmental entity relating to the District Ponds.
- (2) Wading and swimming in District Ponds are prohibited.
- (3) Patrons may fish from District Ponds. However, the District has a "catch and release" policy for all fish caught in these waters.
- (4) Pets are not allowed in the District Ponds. Wildlife (including but not limited to birds and reptiles) may neither be removed from nor released into the District Ponds; notwithstanding the foregoing, nuisance alligators posing a threat to the health, safety and welfare may be removed by a properly permitted and licensed nuisance alligator trapper, in accordance with all applicable state and local laws, rules, ordinances and policies including but not limited to rules promulgated by the Florida Fish and Wildlife Conservation Commission ("FWC"). Anyone concerned about an alligator is encouraged to call FWC's toll-free Nuisance Alligator Hotline at 866-FWC-GATOR (866-392- 4286).
- (5) Owners of property lying contiguous to the District Ponds shall take such actions as may be necessary to remove underbrush, weeds or unsightly growth from the Owner's property that detract from the overall beauty, setting and safety of the property.
- (6) No docks or other structures, whether permanent or temporary, shall be constructed and placed in or around the District Ponds or other District stormwater management facilities unless properly permitted and approved by the District and other applicable governmental agencies.



- (7) No pipes, pumps or other devices used for irrigation or the withdrawal of water shall be placed in or around the District Ponds, except by the District.
- (8) No foreign materials may be disposed of in the District Ponds, including, but not limited to: tree branches, paint, cement, oils, soap suds, building materials, chemicals, fertilizers, or any other material that is not naturally occurring or which may be detrimental to the Pond environment.
- (9) Easements through residential backyards along the community's stormwater management system are for maintenance purposes only and residents are not granted access for fishing or any other recreational purpose. Access to other residents' backyards via these maintenance easements is prohibited. Unless individual property owners of single family dwelling homes grant permission for others to access their backyards, entering their private property can be considered trespassing. Please be considerate of the privacy rights of other residents.
- (10) Beware of wildlife - water moccasins and other snakes, alligators, snapping turtles, and other wildlife which may pose a threat to your safety are commonly found in stormwater management facilities in Florida.
- (11) Any hazardous condition concerning the District Ponds must immediately be reported to the District Manager and the proper authorities.
- (12) Property owners and residents are responsible for their tenants', guests', and invitees' adherence to these policies.

#### **SUSPENSION AND TERMINATION OF PRIVILEGES**

**(1) General Policy.** All persons using the Amenities and entering District property are responsible for compliance with, and shall comply with, the Amenity Policies established for the safe operations of the District's Amenities. District Staff must protect the rights and privileges of rule-abiding Patrons, and inappropriate behavior by Patrons or their Guests will not be tolerated.

**(2) Suspension of Access and Use Privileges.** The District, through its Board, District Manager, Amenity Manager, and District Counsel shall have the right to restrict, suspend, or terminate the Amenity privileges of any person to use the Amenities for any of the following behavior:

- a. Submits false information on any application for use of the Amenities;
  - b. Permits the unauthorized use of an Access Card;
  - c. Exhibits unsatisfactory behavior, deportment or appearance;
  - d. Fails to pay amounts owed to the District in a proper and timely manner;
  - e. Fails to abide by any District rules or policies (e.g., Amenity Policies);
  - f. Treats the District's supervisors, staff, general/amenity management, contractors, or other representatives, or other residents or guests, in an unreasonable or abusive manner;
  - g. Damages or destroys District property; or
1. Engages in conduct that is improper or likely to endanger the health, safety, or welfare of the District, or its supervisors, staff, amenities management, contractors, or other representatives, or other residents or Guests.

**(3) Authority of District Staff and Members of the Board of Supervisors.** District Staff or their designee, and any member of the Board of Supervisors, has the ability to remove any person from one or all Amenities if any of the above-referenced behaviors are exhibited or actions committed or if in his/her reasonable discretion it is the District's best interests to do so. District Staff may at any time restrict or suspend for cause or causes, including but not limited to those described above, any person's privileges to use any or all of the Amenities until the next regularly scheduled meeting of the Board of Supervisors.

**(4) Process for Suspension or Termination of Access and Use Privileges.** Subject to the rights of District Staff set forth in Section 3 above, the following process shall govern suspension and termination of privileges:

**a. Offenses:**

1. **First Offense:** Verbal warning by District Staff and suspension from the Amenities for up to one (1) week from the commencement of the suspension. Violation is recorded by District Staff, signed by the individual offender(s), and held on file by the District.
2. **Second Offense:** Automatic suspension of all Amenity privileges for up to thirty (30) days from the commencement of the suspension, with the preparation by District Staff of a written report to be signed by the offender(s) and filed with the District.
3. **Third Offense:** Suspension of all Amenity privileges for up to one (1) year. Such suspension shall run to the next regular meeting of the Board of Supervisors. At said meeting, the record of all previous offenses will be presented to the Board for recommendation of termination of the offender(s) privileges for one (1) calendar year. The length of the suspension is in the discretion of the Board and may be for less than one (1) year.

**b.** Each offense shall expire one (1) year after such offense was committed, at which time the number of offenses on record for such offender(s) shall be reduced by one. For example, if a first offense is committed on February 1 and a second offense on August 1, there will be two offenses on record until February 1 of the following year, at which time the first offense will expire and the second offense will thereafter be considered a first offense until it expires on the following August 1. The provisions of this Paragraph shall not at any time serve to reduce any suspensions or terminations, which may have been imposed prior to the expiration of any offenses.

**c.** Notwithstanding the foregoing, any time a user of the Amenity is arrested for an act committed, or allegedly committed, while on the premises of the Amenity, or violates these Policies in a manner that, in the discretion of the District Staff upon consultation with one Board member, justifies suspension beyond the guidelines set forth above, such offender(s) shall have all amenity privileges immediately suspended until the next Board of Supervisors meeting. At the Board meeting, the Board will be presented with the facts surrounding the arrest or violation and the Board may make a recommendation of suspension or termination of the offender(s) privileges, which suspension or termination may include members of the offender(s) household and may, upon the first offense, equal to or exceed one year. In particular situations that pose a long term or continuing threat to the health, safety and welfare of the District and its residents and users, permanent termination of Amenity privileges may be warranted and considered.

**d.** Any suspension or termination of Amenity privileges may be appealed to the Board of Supervisors for reversal or reduction. The Board's decision on appeal shall be final.

**(5) Legal Action; Criminal Prosecution.** If any person is found to have committed any of the infractions noted in Section 2 above, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature.

**USE AT OWN RISK; INDEMNIFICATION**

Any Patron, Guest, or other person who participates in the Activities (as defined below), shall do so at his or her own risk, and shall indemnify, defend, release, hold harmless, and forever discharge the District and its contractors, and the present, former, and future supervisors, staff, officers, employees, representatives, agents, and contractors of each (together, "Indemnitees"), for any and all liability, claims, lawsuits, actions, suits or demands, whether known or unknown, in law or equity, by any individual of any age, or any corporation or other entity, for any and all loss, injury, damage, theft, real or personal property damage, expenses (including attorney's fees, costs and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings), and harm of any kind or nature arising out of, or in connection with, the participation in the Activities, by said Patron, Guest, or other person, and any of his or her Guests and any members of his or her Household.

Should any Patron, Guest, or other person bring suit against the Indemnitees in connection with the Activities or relating in any way to the Amenities, and fail to obtain judgment therein against the Indemnitees, said Patron, Guest, or other person shall be liable to the District for all attorney's fees, costs, and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings.

The waiver of liability contained herein does not apply to any act of intentional, willful or wanton misconduct by the Indemnitees.

For purposes of this section, the term "Activities" shall mean the use of or acceptance of the use of the Amenities, or engagement in any contest, game, function, exercise, competition, sport, event, or other activity operated, organized, arranged or sponsored by the District, its contractors or third parties authorized by the District.

**SOVEREIGN IMMUNITY**

Nothing herein shall constitute or be construed as a waiver of the Districts' limitations on liability contained in Section 768.28, F.S., or other statutes or law.

**SEVERABILITY**

The invalidity or unenforceability of any one or more provisions of these policies shall not affect the validity or enforceability of the remaining provisions, or any part of the policies not held to be invalid or unenforceable.


## Uniform Requirements

Action:

- Arrive at your post on time, well-rested and ready to work. The outgoing Security Officer cannot leave until you arrive on post.
- Review Temporary Post Orders and Revisions to Original Post Orders sections of the post orders, and other essential information when you begin your shift.
- You are required to record, on your timesheet, the actual time you begin work, begin and end your meal period and the actual time that you end work, in real time.

## Security Officer Duty Schedule

1st Shift	
2nd Shift	
3rd Shift	
<b>Saturday/Sunday Schedule</b>	
1st Shift	1200-2000
2nd Shift	
3rd Shift	
<b>Sunday/Holiday Schedule</b>	
1st Shift	
2nd Shift	
3rd Shift	

## Responding to Client Request Outside Post Orders

### **Note:**

*The client contact is responsible for establishing the rules in the first place. Remember that the client contact is a Securitas USA customer and we need to meet their needs.*

1. When the client contact asks you to perform a task not specifically mentioned in your post orders, respond positively and be as helpful as you can reasonably be.
2. **If the request conflicts with your post orders**, explain that you will be glad to do what the client asks, but it will require an exception to your post orders. Check with your supervisor and then have the client sign your logbook or send an email when a request to perform an action outside of the post orders is given.
3. Perform the request promptly.
4. Secure your post if necessary.

*In an obvious emergency situation, such as a fire, remember to document after the fact for Securitas and our client's records.*

- Have another Security Officer come to your post, if possible.
- 5. Notify your Securitas USA supervisor of the request.
- 6. Record the request in your Daily Activity Report. Please complete an Incident Report with all relevant information and images on the Vision Device if available at this client site. Be sure to include at least following specifics:
  - Name of the client representative requesting the action
  - When the client requested the action
  - If it conflicted with your post orders

### **SEE SOMETHING; SAY SOMETHING IF YOU SEE ANYTHING UNUSUAL, REPORT IT**

Security officers are sometimes able to prevent violent or negative events through vigilance and good reporting. The best way to deal with terrorism or criminal acts is to prevent them from happening.

DO NOT IGNORE SIGNS OR “RED FLAGS” THAT COULD INDICATE POSSIBLE DANGER. USE YOUR COMMON SENSE: REPORT UNUSUAL, OUT OF THE ORDINARY AND SUSPICIOUS THINGS AND ACTIVITIES.

DEPENDING ON YOUR JOB SITE, YOU SHOULD KNOW WHO TO CONTACT AND ALERT WHEN SOMETHING COMES UP. IT MAY BE YOUR MANAGER, SOMEONE FROM THE DISTRICT OFFICE, MANAGEMENT AT THE SITE, THE SECURITAS HOTLINE (1-800-574-8637 OR [WWW.SECURITASHOTLINE.COM](http://WWW.SECURITASHOTLINE.COM)) OR FOR EMERGENCIES 911.

Here are a few examples of things to report:

- Someone talking excessively about guns, violence or extremist/controversial political topics.
- Someone’s behavior or comments are aggressive, threatening or intimidating.
- Unusual items or situations: A vehicle parked in an odd location, a package/luggage left unattended, a window/door open that should be closed, a room light on that should be off, a broken door lock, or any out-of-the-ordinary conditions at the job site.
- Eliciting information: A person who does not have a legitimate purpose asks questions about a building’s operations, security procedures, personnel or shift changes, etc.
- Observation/surveillance: A person who does not have a legitimate purpose pays unusual or excessive attention to facilities or buildings. This includes excessive loitering or unusual, repeated or prolonged observation of a building (e.g., with binoculars or video camera), taking notes or measurements, counting paces, sketching floor plans, etc.

Some of these activities could be innocent—it’s important to consider the context of the situation. It’s up to management or law enforcement to determine whether the behavior warrants investigation.

This policy is not intended to violate anyone’s civil rights or liberties. Do not report a person because of their race, ethnicity or religious affiliation.

## **\*\*2.0 Emergency Telephone Numbers**

### **Calling Instructions**

- Call your immediate Securitas supervisor if you are unsure of what to do.
- Call 911, your immediate Securitas Supervisor, and client contact if you suspect or know a fire exists.
- Call 911, your immediate Securitas Supervisor and the client contact if you suspect or know lives are endangered and property is at risk
- Document all EMERGENCIES with an Incident Report.

### **Essential Contacts**

<b>Securitas</b>	<b>Name</b>	<b>Office Number</b>	<b>Mobile Number</b>

<b>Client</b>	<b>Name</b>	<b>Office Number</b>	<b>Mobile Number</b>
Primary Contact #1	Tricia Adams	407 841 5524	863 241 8050
Primary Contact #2	Clayton Smith-Field Services Mgr	407 201 1514	
Secondary Contact #1			
Secondary Contact #2			

<b>Maintenance</b>	<b>Name / Vendor</b>	<b>Primary Number</b>	<b>Emergency Number</b>
Clayton Smith	Field Services Manager	407 201 1514	

### **Who To Call When**

The Lakeland Police Department must be contacted to provide a report if there is any illegal activity on Towne Park CDD property or an incident that causes property damage to Towne Park CDD facilities.

Call these people in this order when the following situations happen:  
(Refer to the Emergency Response section of the post orders for specific instructions for dealing with emergencies.)

### **Fire Emergency**

1. Call 911 or the local fire department first
2. Call the client contact
3. Call your Securitas supervisor

### **Other Emergencies**

1. Call your Securitas supervisor
2. Call the client contact

### **After Hours (or when uncertain of what to do)**

1. Call your Securitas supervisor

### **When Uncertain of What To Do**

- Call your Securitas supervisor

**After you have followed the notification process, please complete a Vision Incident Report if available on site.**



## **\*\*3.0 Emergency Responses**

Call 911 and follow these steps when responding to a fire emergency. Please complete a Vision Incident Report with all relevant information and images on the Vision Device if available at this client site.

### **Call 911**

1. Identify yourself.
2. Give the name and address of the facility and the location of the fire.
  - Towne Park/Riverstone Estates
  - 3334 Medulla Road Lakeland Florida
  - Pipkin/Medulla Road Community across from Lakeland Airport
  -
3. Explain nature of the problem and any special circumstances
  - People in the facility
  - Hazardous chemicals
  - Explosives
4. Tell the dispatcher where someone will meet the emergency responders.
5. Do not hang up until the dispatcher tells you to do so.

## **Evacuation Procedure**

In the event an evacuation takes place, all Securitas personnel are to follow the directives of management, and proceed to the following designated area:

The muster area outside of the pool.

Follow these steps when you discover or are notified of a leak or spill.

## **Leaks and Spills Emergency Response**

Do not touch or attempt to clean up leaks and spills if you are unsure of their contents. Hazardous materials can cause serious personal injury and irreparable damage to property and the environment. Instead, notify the appropriate party as directed by the client.

### **Non-Hazardous Leak or Spill**

#### **Caution:**

*Materials should not be handled and should never be flushed into the sewer.*

If the leak or spill appears to be non-hazardous:

1. Barricade the area.
2. Notify the maintenance manager or designated Client contact.

• Tricia Adams 863 241 8050



## Hazardous Leak or Spill

### **Note:**

**Professionals are trained to minimize the damage potential of hazardous materials.**

### **Report Requirements**

## Fire Emergency Response

### **Attention:**

*Think safety first. Do not put yourself in jeopardy.*

- Feel the temperature of a door before opening it.
- Think safety: protect yourself from heat, smoke, and gases produced by the fire. Cover your head with a wet towel; keep close to the ground, stay away from flames.

### **Remember!**

*Your primary objective is to get professional, emergency personnel on site as quickly as possible.*

### **Report Requirements**

### **Attention:**

*The timeline of events is critical. If you forgot to record when you*

3. Note the event in your daily report and complete a Vision Incident Report if necessary. Also, record the event in your log book if available. All reports should be written prior to concluding your shift.

If the leak or spill is hazardous:

1. Notify the maintenance manager.

• **Tricia Adams 863 241 8050**

2. Contact your immediate supervisor, the Hazardous Waste Clean-Up number and the client contact for information.
3. Evacuate personnel and put barricades around the spill.
4. **Do not attempt to contain or clean up leaks or spills of hazardous or unknown materials.**
5. If you or anyone else becomes exposed to hazardous materials, call 911 for assistance.
6. Note the leak or spill in your Daily Activity Report and complete an Incident Report. All reports should be written prior to concluding your shift. Include the following information:
  - When/where you observed the leak/spill
  - Size of and what the spill/leak is
  - What actions you took
  - Whom you notified

Fire detection is a part of a Security Officer's responsibilities. If you suspect a fire or are responding to an alarm follow these steps:

1. Find the nearest telephone and call the Fire Department-911.

- **Activate the fire alarm if you pass one on your way to the telephone.**
- **If you can do anything to help isolate the fire on your way to the telephone, do so (e.g., close doors as you go down hallways).**
- **If the action keeps you from getting to the telephone quickly, do not do it.**

2. When calling 911:

- **Identify yourself**
- **Give the name and address of the facility and the location of the fire.**
- **Give important details (e.g., We have people in the building. We store hazardous chemicals in the**
- **Indicate where you will meet the emergency crew.**
- **Do not hang up until the dispatcher tells you to do so.**

*called 911 or when the emergency crew arrived, contact the 911 dispatcher to verify these times.*

3. Sound the alarm to initiate evacuation if you haven't already done so.

**Never assume that the building is unoccupied, even if you are 100 percent sure no one is inside!**

4. Call the client contact.
5. Call your Securitas supervisor.
6. Make sure that you or another officer is at the assigned location to meet emergency personnel.
7. Perform the specific duties assigned you in the client's Fire Emergency Plan (which is attached to these post orders).

**Think safety first. Always remember to protect yourself and, if possible, assist others before attempting to save property.**

8. Do not allow unauthorized personnel into the building after the Fire Department says the fire is over. Help prevent further client loss by watching for and reporting vandals or looters.
9. After the emergency is over, note the event in your daily report and complete an Incident Report. Also, record it in your log book. All reports should be written prior to concluding your shift. Keep all information factual and include a timeline of events. Note the time:
  - You discovered the fire (try to be exact)
  - You called 911
  - Emergency crew arrived
  - You called the client contact and your Securitas supervisor
  - Time the emergency crew left

## Active Shooter

Include and refer to PODS section titled "Active Shooter" and/or include specific detailed site Active Shooter Instructions in Post Orders.

## Bomb Threat Call Response

Follow these steps when you receive a bomb threat call.

1. Respond calmly to a bomb threat call.
2. Signal another person to listen to the call if possible.
  - Alert another person in the immediate area.
  - Activate the covert signaling system (if available).
3. Keep the caller on the line as long as possible. Use the Bomb Threat Questionnaire contained in these orders.
4. Record every word spoken by the caller.
5. Ask the caller the location of the bomb and the possible detonation time.

## What to Listen For

6. Inform the caller that the building is occupied and the bomb detonation could result in death or serious injury to many innocent people. **This statement may help you get additional information from the caller if he wishes to avoid personal injury.**
7. Pay particular attention to background noises (motors running, background music and other noises that may give a clue as to the location of the caller).
8. Listen closely to the voice:
  - Male or female
  - Calm or excited
  - Accent
  - Speech impediment
9. Report the call as soon as the caller hangs up. Notify:
  - Client contact
  - Securitas supervisor
  - Police and other appropriate authorities if directed to do so by the client (If possible do not use the same phone/phone line that the Bomb Threat was received)
10. Do not leave the premises until the incident has been terminated.
11. Perform the specific duties assigned to you by the client. Use standard telephones to communicate not radios or cellular telephones. Radio and cellular telephone transmission energy can cause premature detonation. Note: If the building is evacuated, help to make sure people move far enough away from the building to avoid being hit by debris and other flying objects if an explosion occurs.
12. Do not allow re-entry into the building until the building is declared safe for re-entry by the appropriate authorities.
13. Do not discuss the bomb threat with people in the crowd or members of the news media. Company policy prohibits employees from making any comments to the press. In addition, your comments may be misrepresented and additional bomb threats may be precipitated. Sample response: "Please speak with the appropriate company spokesperson".
14. When people are allowed back into the facility, follow the client's access control requirements.
15. Note the event in your Daily Activity Report and complete an Incident Report. Keep all information factual and include a timeline of events. All reports should be written prior to concluding your shift. Note the time:
  - The call was made
  - You called the client contact and your Securitas supervisor
  - Time the police/bomb squad arrived and left

## Search Procedures

**Never move, or touch any suspicious object.**

## Bomb Threat Questionnaire

When is the bomb going to explode?

Time the call was made and phone number that threat was received on:

Exact words of the caller:

Are you sure you called the right building?

What number did you call?

Where is the bomb right now?

What floor?

What side of the building?

What kind of bomb is it?

How powerful is it?

What does it look like?

Why did you place the bomb?

How did you get it into the building?

Where are you calling?

What's your name?

Description of the caller's voice/characteristics:

1) Male

2) Young

3) Old

4) Voice Tone:

5) Female

6) Middle Aged

7) Accent

Type of Accent

1) Slow Angry

2) Loud Slurred/Drunken

3) Normal Scared

4) Sincere

5) Rapid Laughing

6) Disguised Soft

7) Broken Stutter

8) Excited

Background noises:

Is the voice familiar?

Who does it sound like?

Time caller hung up:

Remarks:

Person who received the call:

Address/Telephone:

**Note:**

*Immediately report this information to the police and any other appropriate authority.*

## **\*\*4.0 Access Control**

### **Guest Service**

As a Security Officer, you have a variety of duties, but none as important as dealing with the public positively and effectively. Often, you may be the only contact a person has with the company for whom you are working. Your public relations skills shape the public's view of both the client and the Securitas USA organization.

1. Take pride in your appearance. People judge the client by your behavior. Refrain from doing anything that irritates or upsets other people.
2. Maintain a professional relationship with all people who enter the facility.
3. Always appear attentive and willing to help.
4. Listen attentively to what people say. Ask questions if you do not understand what they are requesting.
5. Try to help people if their request is within the limits of your post orders. If not, refer them to the client contact for assistance.
6. Do not react negatively to people's demands.
  - Respond politely. Never engage in a verbal battle with the person.
  - If you cannot help the person, contact someone who can.
  - Do not respond with "I don't know."
7. Observe Securitas USA's Use of Force policy, if required.

Do not use force to restrain people unless you need to protect yourself or others from bodily harm.

For example, if someone violates the access control policy and gains access to the facility, report him/her. Do not chase him/her down or touch him/her.

**Remember: Your primary role and responsibility is to **Observe and Report**.**

## **\*\*5.0 Patrol**

### **General Patrol Duties**

Keep your supervisor informed and up to date about any significant events that occur during your patrol.

**FYI:**

*This list includes many items to look for, but it does not include everything. Use your experience and knowledge to observe and report unusual occurrences.*



### **Emergency Situations**

**Attention:**

*Always contact your supervisor if you are unsure of what to do*

### **Encountering An Unidentified Person**

**Attention:**

*If you suspect that this person should not be in the facility, respond quickly to prevent injury to yourself or damage to the client's facility. If in doubt, always contact your supervisor for instruction.*

**Note:**

1. Be aware and observant. Use your professional presence to promote security and to discourage unacceptable activity. Avoid establishing predictable patrol patterns. Vary what you do on patrol so you can observe the entire area

**Immediately notify your supervisor and the client contact whenever you notice or suspect something that may put the client's assets in danger. Please complete an Incident Report on Vision if available on site.**

2. Make sure the premises are secure.
3. Use all your senses to alert you to anything unusual or different. Remember to look in all directions (up, around, on the ground, to the side) while patrolling. Some important items to look for include:
  - Unlocked doors, gates, or other kinds of enclosures
  - People in unexpected places or restricted areas
  - Intruders or suspicious persons
  - Employees disregarding company rules
  - Leaks or spills
  - Cracked pipes
  - Suspicious packages
  - Unusual noises
  - Unusual odors
  - Temperature changes
  - Burned out lights
  - Unusual shadows
  - Broken fences/outriggers or gates
  - Perimeter fencing not intact
  - Malfunctioning equipment
4. If you discover something unusual or out of the ordinary that qualifies as an emergency, follow **Emergency Responses** for the following:
  - Fire
  - Active Shooter
  - Evacuation
  - Leaks and spills
5. If you encounter an unidentified or suspicious person while on Patrol:
  - a. Approach the person, trying not to startle him, identify yourself, and ask the person for identification, finding out why he is in the building. For example, say:

*"Excuse me, I am Officer Taylor and I am patrolling this area. My orders state that I should check the identification of anyone in the building after hours and find out why he is*

*The person may be angry or irritable for any number of reasons, but remember to act professionally and courteously*

## Intruders or Suspicious People

### **Attention:**

*Always approach vagrants cautiously. Never place yourself in jeopardy. If you sense danger, retreat to a safe location immediately and call for assistance.*

## Inspections Forced Entry

*here. May I please see your identification and ask why you are here?"*

- b. If the person has identification, note the person's name on your notepad.
  - If he has company identification, assume it is valid (unless otherwise directed by the client) and check it against the employee list when you return to your post.
  - Verify other types of identification (e.g., driver's license) immediately. If possible, ask a co-worker to verify the name against the employee list or telephone book. If no one is available to help you, do it yourself.
- c. If the person does not have identification, contact your supervisor or client contact for direction.
- d. Ask the person why he is in the building and how long he plans to stay.
- e. Check on the person every time you go on patrol.
  - Remind the person that you will check back periodically.
  - Ask the employee to notify you when he leaves.
  - Put this information in your Vision Incident Report.
- f. **If the person refuses to identify himself or to explain why he is on the premises**, ask the person to leave and confirm that he leaves. Immediately notify:
  - Securitas supervisor
  - Client contact
  - Police if necessary

**Do not use physical force to get the person to leave. If he/she won't leave, call the police and notify your immediate Securitas Supervisor and client contact.**

- g. Report the event.  
Include the following information:
    - Time you noticed the person
    - Individual's name
    - Time they left
    - Type of identification they presented
    - Area they occupied
    - Reason for being there
    - Their supervisor
    - Physical description
6. If you come across unauthorized intruders direct the person to leave the premises immediately.

## Disregarding Company Policy

### **Attention**

*Do not intervene or use physical force to stop employee misconduct.*

### **Note**

*If you are unsure of how to proceed, always contact your supervisor.*

- a. If the person refuses to leave, then contact:
    - Police
    - Client contact
    - Site supervisor
  - b. Report the event
7. Be alert to vagrants in entrances, stairways, and loading docks.
  - a. Inform vagrants that they are trespassing and ask them to leave.  
If they do not leave, call:
    - Site supervisor
    - Client contact
    - Police if necessary
8. If you observe anything that requires maintenance, contact the maintenance manager and/or the client contact.
9. Note and report anything that might indicate forced entry.
  - Broken windows
  - Damaged door casings
  - Pry marks
  - a. **If you find evidence of forced entry and you feel it poses an immediate threat to client assets or property, immediately contact:**
    - Police
    - Client contact
    - Site supervisor
  - b. **If you feel you need to examine things more closely, proceed with caution. Retreat to a safe location and call for help whenever you sense danger to yourself, others, or property.**
  - c. Report your findings.
10. If you observe any employees disregarding company policy, Such as:
  - Horseplay
  - Unnecessary running
  - Disorderly conduct
  - Obvious intoxication or use of illegal drugs
  - Other dangerous activity
  - a. Approach the employee and inform him that he/she is violating company policy.
  - b. Identify the employee
    - Ask the employee for identification.
    - Ask other people in area for employee's name.
  - c. Report the event. Include the following information:



## Fire and Safety

### Note:

*If you observe anything that may cause a fire, keep reporting the hazard until it is corrected or until the client notifies you in writing to stop reporting that particular hazard.*



- Employee's name
- Location
- Time

1. Be aware of and report all potential fire or safety hazards.  
For example:

- Smoking, or overheating appliances (stoves, coffee pots, microwaves, etc.)
- Frayed wires
- Obstructed staircases, doorways, entrances, or exits
- Items stored in areas clearly marked as safety clear zones
- Suspicious odors or fumes
- Faulty fire safety equipment (e.g., hanging smoke detectors, unsealed extinguishers, taped up detectors, broken sprinkler heads)
- Obstructed shut-off valves and switches
- Flammable materials (outside protective areas)
- Smoldering cigarette or cigar butts, or pipe ashes
- People smoking near flammable materials or in non-smoking areas
- People operating electrical equipment in areas saturated with volatile gases
- People using steel tools near spray booths (A spark could set off a fire or an explosion.)
- Poor housekeeping (lack of order, system, neatness, and cleanliness; litter, dust and dirt accumulation)
- Improperly placed combustibles (oily rags and waste-oil mops, decaying organic materials, linseed oil and coal accumulation)
- Overloaded electrical outlets
- Boxes stacked too close to the overhead sprinkling system or to emergency exits
- Loose boards
- Carpet tears
- Loose or missing handrails
- Overhead hazards
- Burned-out warning and exit lights

2. If you discover a hazard that does not require an emergency response:
  - a. Put barricades around the perimeter of the hazard to alert others to the problem.
  - b. Call maintenance and/or the client contact.

**Do not touch spills or leaks if you are unsure of their contents. Hazardous materials can cause permanent personal and environmental damage.**

- c. Record the hazard by completing an Incident Report. Complete all report requirements when you return to your post.

**Attention:**

*Do not remove any item from a private office. What appears to be litter may be something of value to the occupant*

- d. Continue to report the hazard until maintenance or the client takes care of the problem.
    - Note each time you checked on the hazard.
    - Explain all changes in the situation.
    - Note each time you contacted your supervisor, the client contact, or maintenance
  - e. If it has not been corrected by the time your patrol ends, note it in your Daily Activity Report.
3. If the hazard requires immediate attention, promptly contact your site supervisor, client contact and/or maintenance and complete an Incident Report.
  4. If you come across a suspicious package, do not touch or move it. Contact your supervisor for direction.
  5. Note areas that require housekeeping attention

## **\*\*6.0 Client Rules, Regulations and Specialized Duties**

### **Client Rules Regulations and Specialized Duties**

#### **SEE SITE SPECIFIC DUTIES**

An Incident Report must be completed if a Resident, Non-Resident Patron, or Guest fails to comply with Towne Park Amenity Use Policies (included with Post Orders) after a verbal correction from the Securitas Representative.

An Incident Report must be completed if there is any altercations or any incident that results in any person being injured or Towne Park CDD property damaged.

The Towne Park amenity centers are owned and operated by the Towne Park Community Development District, a local unit of special purpose government established and operating pursuant to Chapter 190, Florida Statutes. Anyone interested in purchasing an annual Non-Resident Membership to utilize the Facilities, including members of the general public residing outside the boundaries of the District, should contact Tricia Adams, District Manager, at 407.841.5524 ext 138.

For each hour Securitas is staffed to monitor the pool amenity, please provide a total user attendance in the pool area.  
For example:  
2 pm 17 users  
3 pm 12 users  
4 pm 20 users  
etc. as part of daily log.

## **\*\*7.0 Security Officer Safety**

### **Think Safety**

### **Instructions**

### **Vehicle Safety**

**Caution:**

*Immediately report an unsafe vehicle to your supervisor and do not utilize the vehicle.*

### **Take Precautions**

**Caution:**

Securitas is concerned about the safety of its Security Officers and site supervisors. Our employees are our most important assets. Lost time on the job due to accidental injury is costly to everyone.

The ability to perform your duties safely is largely dependent on you. A little planning and thinking can help you avoid accidental injuries and create a safe work environment.

An important part of your job includes observing and reporting safety hazards. All reports should be written prior to concluding your shift.

**Always report any noticeable hazard. Never assume someone else will report it.**

**Keep reporting the hazard until it is corrected and the area is safe or the client has directed you in writing to stop reporting the hazard.**

**Please complete a Vision Incident Report with all relevant information and images on the Vision Device, if available at this client site, detailing any hazardous condition observed.**

Follow these steps when starting a new job or a new shift at an existing post.

1. Inspect the area for safety hazards. Ask yourself the following questions:
  - Have any lights burned out in my workplace or patrol area?
  - Would an area be safer if it had better lighting?
  - Are there overhead obstacles that I need to be aware of and tell other personnel about?
  - Are there any wet spots on the floor caused by water, oil, etc. that might create a problem?
  - Are there any obstacles in my path that I need to watch for (e.g., debris piles, electrical cords, loose rugs or carpeting, unusual protrusions)?
  - Are there any obviously overloaded electrical circuits, bare wires, unattended electrical appliances (e.g., hot plates, coffee pots, etc.)?
  - Do any of the stairwells have broken or loose steps? Are the handrails mounted securely?
  - Did I encounter any holes or broken areas in parking lots or sidewalks?
  - Has inclement weather caused any hazards? Watch for water puddles, snow accumulation, and icy spots.
2. If you drive a vehicle (car, bicycle, golf car, T3, etc.) as part of your duties, complete the Daily Vehicle Inspection Checklist and make sure you can answer the following questions affirmatively before driving a vehicle:

Use your flashlight when you enter a dark room. Do not rely on luck and fumble around in the dark

**Caution:**

Being observant can help prevent a bump to the head or a bruise from an unseen object

**Logic:**

Using your senses to detect hazards can save you from serious injury.

## Slips and Falls

**Attention:**

Use your flashlight to help you detect slippery areas.

**Logic:**

A change in elevation increases your chance of falling.

**Caution:**

If your duties require you to carry large objects, get someone to help you and alert you to hazards.

## Report Risks

**Attention:**

Immediately contact the client if you think the hazard presents a serious threat. If the hazard is part

**Do not operate an unsafe vehicle when conducting company business.**

- Is the vehicle in safe working order?
  - Make sure the headlights, taillights, and signal lights work correctly and are not burned out.
  - Test the horn, brakes and check the brake fluid.
  - Check tires for worn areas and check the air pressure
  - Are the windows clear for proper visibility?
  - Are seat belts in proper working order?
3. Walk around the vehicle and check for obstructions or people before starting and moving the vehicle.
  4. While on rounds, look for obstructions, safety hazards, "blind" spots, etc.  
Report findings in your Daily Report and Log Book. All reports should be written prior to concluding your shift.

- Note any hazards in your Log Book and review them with your relief.
1. Always have a flashlight and extra batteries available while on duty. A power failure during the day can make the interior of a building totally dark.
  2. Always take a flashlight and extra batteries on patrol.
  3. **Use handrails when going up and down stairs.**
  4. Watch where you are walking. Avoid slippery floors and surfaces. Look for obstacles in your path. (See Slips and Falls below.)
  5. Look up and around you. Be aware of your surroundings.
  6. Do not clown or fool around while on duty.
  7. Use equipment properly and safely.
  8. Use all your senses for safety.
    - Look for hazards.
    - Listen for unusual noises.
    - Smell for smoke or strange odors.
    - Feel for unusual heat or cold.

Slips and falls account for over one-third of all Security Officer injuries. Observe the following safety precautions to avoid injuries from slipping or falling.

1. Always be on the lookout for slippery surfaces (ice, water, oil, and grease).
2. Avoid the hazard by walking around it.
3. Proceed cautiously if you must cross an icy surface:
  - Walk slowly and flat-footed.
  - Hold onto a handrail or a solid object

of routine maintenance, record it in your Daily Activity Report.

## Reporting to Local Securitas Security Office

**Do not cross greasy or oily areas. The oil or grease stays on your shoes and contributes to future slipping or falling hazards.**

4. Maintain proper balance when changing elevation.
5. Do not run on stairs or steps. Always use handrails when provided.
6. Do not turn corners close to the wall.
7. See, do not just watch, where you are walking.
8. Do not carry large objects that block your view.
9. When walking on uneven surfaces (ramps, driveways, etc.)

- Walk slowly and carefully.
- Use handrails when provided.
- Watch for and avoid potholes, cracks, slippery spots, and water accumulation.

1. Report all observed hazardous or unsafe conditions (as directed by the client) e.g., malfunctioning equipment, exit signs not illuminated, lights burned out, missing or obstructed fire extinguishers, loose handrails, slippery substances on floors, and water leaks.
2. **If the hazard requires immediate attention**, promptly report it to the client's maintenance department or client contact. Complete an Incident Report with all relevant information and images on the Vision Device if available at this client site.

OR

**If the repair does not warrant immediate attention**, just enter it in your Daily Report; do not call the client's maintenance department directly.

3. Report all safety hazards to your site supervisor.
  4. Note all hazards in your Daily Activity Report. Complete an Incident Report if necessary and review with your relief.
- Keep reports factual; never include personal interpretations.

Securitas encourages employees to report safety hazards to immediate supervisors. If corrective action is not taken within a reasonable time and the hazard continues, report the hazard to the Local Securitas District Office. Describe the hazard and its location as specifically as possible.

**Note:**

*Reports may be sent anonymously.*

Send reports to the following address or call the Local Securitas Security Office at this number: 800-574-8637

Securitas Security Service USA  
4330 Park Terrace Drive  
Westlake Village, CA 91361



or

Securitas Security Service USA  
9 Campus Drive  
Parsippany, NJ 07054

## ***Heat Illness Prevention Program (HIPP)***

The following person(s) have the authority and responsibility for implementing the provisions of this program at the following location:

Site Name: Towne Park CDD Date of Completion: 6/2/2022

District Manager: Tom Bresnyan Phone Number: [REDACTED]

Site Supervisor: N/A Phone Number: N/A

The purpose of this document is to provide Securitas Supervisors with training on Heat Illness Prevention Planning, to include the following: Risks of Heat Illness, Access to Water, Access to Shade, First Aid, and Emergency Medical Services. All Supervisors must be trained in heat related illness prior to supervision of employees. This supervisory training must include training in the company's procedures for heat illness prevention, procedures, to be followed when an employee exhibits symptoms of heat illness, and emergency response procedures. A copy of these heat prevention program procedures shall be made available to all employees.

This document is considered a working document and will be reviewed on an as needed basis, but no less than annually by the Site Supervisor and/or Securitas Management. This document meets and/or exceeds the Heat Illness provisions of the Cal OSHA Title 8 Regulations and Federal OSHA Regulation CFR 1910.132(d).

### **Risk of Heat Illness Analysis**

Supervisors are responsible for the safety of their employees and as a part of their duties, they are to monitor the health and safety of employees, and take prompt action in response to any identified Heat-Related Illness hazards. Supervisors should stay in contact with officers to monitor breaks, water, shade, and the health and safety of on duty officers.

The supervisor on site will identify and evaluate the environmental factors on a day-to-day basis and provide guidance by implementing daily hot weather precautionary plans based on the utilization of the National Weather Service Heat Index guideline. It explains the risk based on actual or anticipated temperatures and when extra precautions are needed.

# NOAA's National Weather Service

## Heat Index

Temperature (°F)

Relative Humidity (%)	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

### Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution

Extreme Caution

Danger

Extreme Danger

In order to determine the Heat Index in the above chart you need to know the air temperature and the relative humidity (e.g. if the air temperature is 100°F and the relative humidity is 55%, the heat index will be 124°F).

Heat Index	Risk Level	Protective Measures	Likely Body Effects
Below 91°F	Lower (Caution)	Basic heat safety & planning	Fatigue Possible
91°F - 103°F	Moderate (Extreme Caution)	Implement precautions & heighten awareness	Sunstroke, Muscle Cramps, &/or Heat Exhaustion Possible
103°F - 115°F	High (Danger)	Additional precautions to protect workers	Sunstroke, Muscle Cramps, &/or Heat Exhaustion Likely
Above 115°F	Very Hi - Extreme (Extreme Danger)	Triggers even more aggressive protective measures	Heat Stroke or Sunstroke Highly Likely

### Access to Water

Securitas must provide potable drinking water free of charge to employees. Water may be provided via a drinking faucet, water dispenser or any other type of Company/Cal OSHA/Federal OSHA approved method for our employees to get needed hydration. If the drinking water is coming from a non-plumbed source (e.g., bottled water, 5-10 gallon jugs of water, etc.) it must be fresh, pure, suitably cool and provided per the Cal OSHA standard which is designated at a minimum of 4 cups/ hour (1 quart /hour or 2 gallons/shift) per employee at the



start of each shift. At job sites where drinking water is not plumbed or otherwise continuously supplied at the beginning of the shift a lesser amount of water may be provided if effective procedures are in place for replenishment during the shift as needed to allow employees to drink the above or more amounts. Water levels are to be rechecked at least every 4 hours. Water checks are to be documented and saved.

In addition to the water checks, at any time officers have used more water than normal due to high temperatures, the officers can call for additional water to be provided upon request.

It is important for supervisors to stress the frequent consumption of small amounts of water, up to 4 cups per hour, when the work environment is hot.

For the aforementioned client site:

**Potable Drinking Water is Available by:**

Water Fountain

(Please list drinking faucets, bottled water, jugs of water, etc.)

*Note: If large bottles or jugs are used, disposable paper cups & dispensers are to be made available to workers and availability verified at the beginning of each shift.*

**Potable Drinking Water is Located at:**

Pool Area

(Please list any and all locations, e.g., guard shacks, main gate, drinking fountains throughout building(s), break rooms, main security area etc., and/or attach diagram/drawing indicating locations)

*Note: Water containers are to be placed as close as possible to the workers to encourage frequent drinking of water. If layout of worksite prevents water from being placed close to the workers, bottled water or personal water containers will be made available so workers can have drinking water readily accessible. All water containers are to be kept in sanitary condition.*

**Potable Drinking Water Levels are Checked by:**

N/A/ The City of Lakeland Water Department checks water fountains

(Please indicate the title of the person who will be checking the levels and/or quantity)

**Potable Drinking Water Levels are Checked:**

(Please indicate the frequency of checks per shift, e.g., at each scheduled break period, or every 4 hours, etc.)

**Access to Breaks/Shade**

Securitas must provide breaks and shade to protect employees from heat illness. Shade is mandated/required and shall be provided when outdoor temperatures approach or exceed 80° F, and shall be made available upon

employee request if temperatures approach or are below 80° F. Shade shall be provided and maintained in one or more areas at all times while officers are on duty that are either open to the air or provided with ventilation or cooling. Examples of areas or items that are to be made available include ventilated/air conditioned guard houses, hats, air conditioned vehicles, canopies/tarps, umbrellas, buildings, trees, overhangs, or any other edifice that can provide adequate shade to employees. Securitas will either provide shade or provide timely access to shade, within a 2-3 minute walk, to protect employees from heat illness.

The shade areas present shall be at least enough to accommodate the number of officers assigned to the site/post on any one shift while on recovery, rest, or lunch periods so they can sit in a normal posture fully in the shade. If canopies/tarps or umbrellas are provided they are to be adjustable to provide shade depending on level of sun.

When temperatures are 80° F or above, employees shall be allowed and encouraged to take a preventative cool down rest (PCDR) period in the shade for a period of no less than 5 minutes at a time when they need to do so to protect themselves from overheating. If temperatures exceed 95° F as a minimum a 10 minute break is to be taken every 2 hours. Such access to shade is permitted at all times. If an employee's work day exceeds 8 hours, an additional PCDR period is required at the end of the 8th hour and every 2 hours thereafter.

For the aforementioned client site:

**Access to Shade is Located:**

**Breezeway at entrance area**

(Please list any and all shade locations, e.g., guard shack, main gate, air-conditioned car, etc.)

Preventative cool-down rest (PCDR) shall be permitted whenever requested by an officer. When taken the supervisor or designee shall:

- Monitor the employee on the PCDR and inquire if employee is experiencing any symptoms of heat illness
- Encourage the employee to remain in the shade until cooled down
- Not order the employee back to work until all signs or symptoms of heat illness have abated
- In all cases, the employee shall be required to remain in the shade for at least 5 minutes

Note: The time taken to arrive at the shaded area shall not be counted as time in the shade

**If an officer needs additional breaks/PCDRs to get relief from the heat, the following process will be followed:**

- **Contact Supervisor**

(Please list steps officers are to take to request and obtain additional breaks/PCDRs as needed)

If an employee cannot reach the designated person(s) as indicated in the above process, employees are

permitted to take the additional break/PCDR and are to continue trying to make notifications while in route to and/or at the shaded area.

Where the client job site creates a condition where it is infeasible or unsafe to have a shade structure, or otherwise to have shade present on a continuous basis, alternative procedures for providing access to shade that provides equivalent protection shall be written and implemented. The alternative procedures are to be maintained at the jobsite with this plan.

### **Heat Acclimatization:**

During Heat Waves (any day where predicted high temperatures will be at least 80° F and at least 10 degrees higher than the average high daily temperature for the preceding 5 days) all employees working outdoors in the heat are to be closely observed by supervision or a designee and encouraged to take it easy, drink water, and take breaks as needed to cool down. Heat Waves will be determined by the site supervision based on monitoring of the temperatures at the site over 5 day periods.

All new employees working outdoors are also to be closely observed by supervision or a designee during a two week (14 day) break-in period if they begin work during a heat wave, and encouraged to take it easy, to lessen the intensity of strenuous activities, drink water, and take breaks as needed to cool down until they become acclimated to their work duties.

### **High Heat Procedures**

The following high-heat procedures are to be followed when the temperature equals or exceeds 80° F:

1. Where practicable, effective communication by voice, observation, or electronic means will be maintained, so that all employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers to observe or communicate with them, then an electronic device, e.g., a cell phone or texting device may be used if area reception is reliable.
2. All employees shall be closely observed by supervision during a heat wave (any day when predicted high temperatures shall exceed 80° F or at least 10 degrees higher than the average high daily temperature in the preceding five days).
3. Observation of employees for alertness and signs/symptoms of heat illness or by regular communication with sole employees such as radio or cell phone. All calls/checks are to be documented and saved.
4. Employees will be reminded throughout the work shift to drink plenty of water.
5. Closely supervise new employees during their first 14 days of employment until they become acclimated to their work duties, unless the employee(s) indicate that he/she has been doing similar work at least 10 of the past 30 days for 4 or more hours/day.
6. Supervisors shall conduct a review of the High Heat procedures at the beginning of each workday on each day that temperatures are to exceed 80° F. Review shall include encouragement to drink plenty of water throughout the day, to remind employees of their right to take a cool-down rest period in the shade as necessary, and procedures to follow if experiencing heat illness symptoms.

The above are minimum procedures. Additional procedures are to be supplemented as appropriate.

### **Access to First Aid/ Activation of Emergency Medical Services (EMS)**

In the event an employee has any of the symptoms or referenced heat illnesses listed below, the employee must be able to have effective communication by voice or electronic means, e.g., a cell phone or text messaging device, at the work site where reliable reception is available to contact their Supervisor or Emergency Medical

Services directly when necessary. If reliable service is not available other means for summoning EMS shall be provided.

Depending on the severity of the heat illness the employee, supervisor, designee, or fellow officer will call Emergency Medical Services (EMS) at **911** if Emergency Medical Technicians (EMT) are not located on site. If on site EMTs are unresponsive, **911** is to be called. This call may be made by the officer at any time if there is no response to a call made for assistance. Supervisors should have a back-up plan to contact EMS if **911** is unreachable for some reason.

Supervisors should also consider EMS access to an injured employee, and may need to consider moving that employee to a safe area or an area where EMS can pick-up the patient (plan on having a cart or vehicle ready for transport if EMS cannot access a particular area of a worksite). Any employee that activates EMS should have a map, be able to give directions to EMS to respond, or know directions into/unto any site where any employee is suffering from heat illness.

Whenever an employee exhibits signs or symptoms of heat illness, the employee is to be monitored and will not be left alone. The employee will not be sent home without being offered onsite first aid and/or be provided emergency medical services.

Emergency Medical Technicians are (check one): ☐ Available on Site ☒ Not available on Site

Supervisor No: \_\_\_\_\_ EMT Contact No.: \_\_\_\_\_ Contact EMS: **911**

### Heat Related Illness, Signs and Symptoms, First Aid Provision

Heat Related Illness	Signs & Symptoms	First Aid
<b>Sunburn</b>	Red, hot Skin May Blister	Move to shade, loosen clothing Apply cool compresses or water
<b>Heat Rash</b>	Red, Itchy Skin Bumpy Skin Skin infection	Apply cool water or compresses Control itching & infection with prescribed medication
<b>Heat Cramps</b>	Muscle cramps or spasms Grasping the affected area Abnormal body posture Moist skin, Nausea	Drink water or sport drinks Rest, cool down Massage affected muscle Get medical evaluation if cramps persist
<b>Heat Exhaustion</b>	Weak, High pulse rate Extreme sweating Cold, Clammy, Pale skin Insecure gate Headache, Vomiting, Clammy & moist skin Weakness/Dizziness Fatigue	Move to shade & loosen clothing Initiate rapid cooling Lay flat & elevate feet Monitor recovery Drink small amounts of water Evaluate mental status (ask Who, Where, When questions) If no improvement, call 911
<b>Heat Stroke</b>	Any of above but more Severe & dry/hot skin Stops sweating Altered mental status with Confusion or agitation Can progress to loss of consciousness & seizures Can be fatal	Call 911, Immediately move to shady cool area Start rapid cooling with water & fanning Lay flat & elevate feet, loosen clothing <u>If conscious</u> give <u>sips</u> of water Monitor airway & breathing Administer CPR if needed Stay with worker till help arrives

## Employee Training

All employees, both supervisors and non-supervisor employees, will receive training in the company's heat illness prevention procedures. This training is to be given before officers begin work where it is anticipated that an exposure to heat illness exists. This training must include:

1. The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
2. Company procedures for complying with requirements of this standard.
3. The provision of water, plumed or other method, and the importance of frequent consumption of small quantities of water, up to 4 cups/hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
4. The provision of preventative cool down rest (PCDR) periods, frequency, and locations that are provided for cool down.
5. The concept, importance, and methods of acclimatization.
6. The different types of heat illness and the common signs & symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and how heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness.
7. The importance to employees of immediately reporting directly or through their supervisor, symptoms or signs of heat illness in themselves or in co-workers.
8. Company procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
9. Company procedures for ensuring that in the event of an emergency clear and precise direction to the work site can and will be provided as needed to emergency providers.

## Supervisor Training

Prior to supervising Securitas employees performing work that should/could reasonably be anticipated to result in exposure to the risk of heat illness, Supervisors will be trained on the following topics:

1. The same training information provided to all employees.
2. The procedures the Securitas Supervisor is to follow to implement the applicable provisions in the Securitas Heat Illness Prevention Program.
3. The procedures/immediate action the Supervisor will follow when an Officer/employee exhibits signs or reports symptoms consistent with the possible heat illness (e.g., but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions), including emergency response procedures commensurate with the severity of the illness.
4. How to monitor weather reports and how to respond to hot weather advisories provided through agencies e.g., the National Weather Service at [www.nws.noaa.gov](http://www.nws.noaa.gov), local service numbers, the Weather Channel TV Network, or other local news and weather stations on TV and radio.

## **Communication**

Communication is an essential aspect of the Heat Awareness Program. Employees must be provided a way to contact or activate EMS either via cell phone, through main dispatch, landline, or via radio. Securitas is committed to providing initial and annual refresher training for Securitas employees on Heat Illness Prevention. A copy of the employee training document and employee acknowledgement of the training is provided with document as a sample. Training shall be conducted and reinforced via daily tailgate safety meetings, monthly company required safety meetings, or annually in a classroom type setting with a short test after training is completed. Close supervision of employees for the first 14 days on the job during high heat conditions is mandatory.

Employees are advised upon hire and annually of the Company's commitment to provide a safe and healthful workplace for our employees. This is a primary concern of the Company and one we take seriously. It is the responsibility of all supervisory personnel to establish, maintain and monitor safe work practices. Equally important, all employees have the responsibility to perform their jobs safely and to notify their supervisor of any potential work hazards. Consider utilizing a "buddy system" approach to monitoring other employees.

Every supervisor will know how to implement this program, train this program, and enforce this program's standards. The supervisor must also be able to access weather reports and react appropriately to hot weather advisories.

Supervisors that anticipate a high heat index should communicate with the employees on the site before their shifts to reaffirm the Securitas Heat Awareness Plan. Supervisors should be knowledgeable about what procedures to follow when an employee exhibits any symptoms of heat illness up to and including activation of the EMS.

## **Definitions**

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.



“Heat Illness” means a serious medical condition resulting from the body’s inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

“Environmental risk factors for heat illness” means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and durations, protective clothing and personal protective equipment worn by employees.

“Personal risk factors for heat illness” means factors such as an individual’s age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body’s water retention or other physiological responses to heat.

“Shade” means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool, e.g., a car sitting in the sun does not provide acceptable shade to a person inside it unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

“Temperature” means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

# ***INJURY AND ILLNESS PREVENTION PLAN (IIPP)***

## **Responsibility**

The Injury and Illness Prevention Plan (IIPP) Administrator **Thomas Bresnayan** has the authority and responsibility for implementing the provisions of this program dated: **6/2/2022** for 3334 Medulla Road Lakeland FL .

All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

## **Compliance**

Management is responsible for confirming that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of evaluating that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of our IIPP
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices.
- The following practices are used to secure employee compliance with safe and healthful work practices:

(Insert how site and/or branch specific work safety practices and procedures are verified) \_\_\_\_\_ Site Inspections

## **Communication**

Recognizing that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace, the following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- New employee orientation including a discussion of Securitas and site-specific safety and health policies and procedures
- Review of the site-specific IIPP
- Workplace site-specific safety and health training programs
- Regularly scheduled Safety Meetings are to be held at least Qtrly, or more frequently as deemed necessary by the introduction of new hazards or occurrence of injuries or illnesses. Effective communication of safety and health concerns between employees and their supervisors, including translation where appropriate
- Posted or distributed safety information
- A system for employees to anonymously inform management about workplace hazards without fear of reprisal through the Securitas Hotline.
- A safety management committee that meets regularly and prepares written records of the safety and health committees meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents. Reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestions

## **Hazard Assessment**

Periodically scheduled inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in our workplace:

District Manager

Periodic inspections are performed according to the following schedule:

- When our IIPP is first established for this location
- Qtrly at the beginning of each shift
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever employees are hired and/or whenever permanent or temporary employees are reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection



Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.

### **Accident/Exposure Investigations**

Investigation of workplace accidents, hazardous substance exposures, and near-accident (near miss) will be done by District Manager. HR Manager Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible
- Interviewing injured employees and witnesses
- Examining the workplace for factors associated with the accident/exposure/near miss
- Determining the cause of the accident/exposure/near miss
- Taking corrective action to prevent the accident/exposure/near miss from reoccurring
- Upon employee report of a chemical exposure or whenever there is a suspected employee chemical exposure, employees will be sent for evaluation and possible testing as deemed necessary by medical professionals
- After an accident or injury if there is reasonable just cause the company will request the employee undergo a drug test
- Recording the findings and corrective actions taken

### **Hazard Correction**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected **in a timely manner** based on the severity of the hazards. Hazards shall be corrected according to the following procedures

- When observed or discovered
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary protection, and
- All such actions taken and dates they are completed shall be documented on the appropriate forms

## ***Training and Instruction***

All employees, including managers and supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIP Program is first established
- To all new employees
- To all employees given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever the company is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
- To all employees with respect to hazards specific to each employee's job assignment

Training on workplace safety and health practices for all industries include, but are not limited to, the following:

- Explanation of the company's IIP Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed
- Availability of toilet, handwashing and drinking water facilities/availability, and the site Heat Illness Prevention Plan (HIPP).
- Provisions for medical services and first aid including emergency procedures
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment where appropriate
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Information on newly identified Pandemic precautions and procedures (See Appendix A)

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

All employees shall be compensated for any and all training and instruction regarding this policy.

## ***List of Training Subjects***

### ***Training of our workers may include some of the following subjects based on scope of work performed:***

- The company's safety policies and procedures
- Confined spaces
- Safe practices for operating any agricultural equipment or any site assigned equipment
- Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery
- Safe access to working areas
- Protection from falls
- Electrical hazards
- Proper use of powered tools
- Lock-out/tag-out procedures
- Materials handling
- Fall protection from elevated locations
- Driver safety
- Slips, falls, and back injuries
- Ergonomic hazards, including proper lifting techniques
- Personal protective equipment
- Respiratory Equipment
- Hazardous chemical exposures
- Hazard communication
- Physical hazards, such as noise, ionizing and non-ionizing radiation, cold stress, and heat stress (Heat Illness Prevention Plan)
- Bloodborne pathogens and other biological hazards
- Proper lifting techniques
- Proper food and beverage storage to prevent them from becoming contaminated
- Good housekeeping, e.g., keeping stairways, doorways, aisles, fire extinguishing equipment, and electrical panels clear, work areas neat and orderly, and promptly cleaning up spills
- Prohibiting horseplay, scuffling or other acts that adversely influence safety
- Other job-specific hazards, such as:

### **(I) Recordkeeping - Written IIPP and Documentation Requirements**

We have taken the following steps to implement and maintain our IIPP:

Records of scheduled and periodic hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment checklist and correction form; and

Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained according to the following checked schedule:

- Inspections and corrective actions taken for a minimum of one year
- Training: same as personnel file retentions

## Appendix A

Whenever a newly identified infectious disease/pandemic is identified, e.g. the Covid-19 Coronavirus, the following guidelines will be implemented to protect employees from Aerosol Transmissible Diseases (ATD):

- Sick employees will actively be encouraged to stay home.
- Any employees who have medical symptoms as described by the CDC for the infectious disease/pandemic will immediately be sent home and/or advised to seek medical care as needed. Indicate CDC medical symptoms for the virus/pandemic below:

*e.g.: Covid-19 Symptoms are but not limited to fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new or loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea.*

- Employees who are out ill with medical symptoms will not be permitted to return to work until both of the following occur:
  - At least three full days have passed with no symptoms (without the use of medications) and no acute virus symptoms; and
  - At least the recommended number of days have passed per the CDC guidelines or designated Securitas guidelines since the symptoms first appeared.
- Employees who return to work following an illness must promptly report any recurrence of symptoms.
- Whenever possible, Securitas management will make efforts to allow employees to telework from home.
- All employees must practice physical distancing by cancelling in-person meetings, using video or telephonic meetings, and maintaining a distance of at least 6 feet between persons at the workplace when possible.
- When employees may be in workplaces with other persons, employees will be provided with a cloth face covering.

(Note: Cloth face coverings are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly

spreading a virus, e.g. Covid-19.)

- Employees are to avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If workplaces must be shared, the shared workspaces and work items are to be cleaned and disinfected before and after use.
- Securitas will establish and implement procedures to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. Surfaces are to be cleaned with soap and water prior to disinfection. These procedures should include:
  1. Using disinfectants that are EPA-approved for use against the virus that causes the infectious disease, e.g. Covid-19.
  2. Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
  3. Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
  4. Ensuring there are adequate supplies to support cleaning and disinfection practices.
- If an employee is confirmed to have an infection, e.g. Covid-19, Securitas will:
  1. Inform employees that worked at the same facility with the employee of their possible exposure to the virus in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
  2. Temporarily close the general area where the infected employee worked until cleaning is completed.
  3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the virus. It should ideally be performed by a professional cleaning service.
  - Any person cleaning the area will be equipped with the proper PPE for the virus disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products. See below for further information on PPE.
- Advise employees to avoid non-essential travel if possible and check the Securitas travel advisories and CDC's Traveler's Health Notices prior to travel.

To protect employees with frequent contact with the public, Securitas will arrange work and implement measures that may account for possible public contamination, including:

- Conducting even more frequent cleaning and disinfection of surfaces touched by the public, e.g. credit card machines, touch screens, shopping carts and doors.
- Protecting workers who have frequent interaction with the public with engineering controls such as Plexiglas screens or other physical barriers, or spatial barriers of at least six feet, if feasible, and to practice social distancing in the workplace as work duties permit.
- If exposures to the general public cannot be eliminated with engineering controls, employees are required to wear face coverings whenever in the facility when recommended by CDC and Securitas procedures.
- Scheduling work to allow frequent hand washing by employees handling items (i.e. pens, pencils, phones, clipboards, sign-in logs, reusable name tag holders, etc.) touched by members of the public.
- Enforcing physical distancing by limiting the number of individuals in the spaces where there is a potential that groups of individuals may have to wait for approval for entry or escort e.g. lobbies.
- Asking individuals to take precautions and to only touch items as necessary and provide hand sanitizer stations for individuals to use for cleaning the items after they are done.
- Providing workers that may have to handle items touched by the public with PPE, e.g. disposable gloves and/or disinfecting products.

## **Provide Employee Training**

Securitas shall provide training in a language that is readily understandable by all employees on the following topics:

- General description of the pandemic virus, its symptoms, when to seek medical attention, how to prevent its spread, and the designated procedures for preventing its spread at the workplace and including quarantine periods and return to work procedures.
- How an infected person can spread of the virus to others even if they are not sick.
- How to prevent the spread of the virus with the use of cloth face covers, disposable face masks, or respiratory protection to prevent the spread of the virus based on up-to-date released guidance from the CDC including:
  1. Encouraging that everyone should use cloth face covers or disposable face masks, or when required respiratory protection, when around other persons.
  2. How face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
  3. Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from the virus.
  4. Instructions on washing and sanitizing hands before and after using face coverings and/or gloves, including proper donning and removal of the masks or gloves which should be washed or disposed of after each shift or more frequently if designated by procedural policies.
- The use of a cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers, e.g. headsets or objects used near the face
- Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- The safe use of cleaners and disinfectants, which includes:
  1. The hazards of the cleaners and disinfectants used at the worksite.
  2. Wearing PPE (such as gloves) based on designated role & responsibilities.
  3. Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

(Note: For Covid-19 training on the above listed items, please see the “Covid-19 Prevention Training” document provided to all employees)

## **Washing Facilities**

Regardless of the virus risk, washing facilities will be provided that have an adequate supply of suitable cleansing agents, water and/or approved disinfecting solutions/gels, and single-use towels or blowers.

## **Personal Protective Equipment (PPE)**

Hazard assessments will be conducted to determine if any PPE is needed to protect employees from hazards that are present or are likely to be present in the workplace, including health hazards based on the assigned roles and responsibilities employees are contractually required to conduct. Employees will be provided with a selection of properly fitting and sanitary PPE that will effectively protect them against these hazards. Supervision must also ensure the appropriate PPE is provided to and used by employees who use cleaners and disinfectants.

## **\*\*8.0 Temporary Post Orders**

Record any unusual events in your Daily Activity Report. All reports should be written prior to concluding your shift.

When you return to your post:

1. Put all temporary instructions and necessary information in your Daily Activity Report, signing and dating the entry.
  2. Record any temporary orders in the Temporary Order section of the post orders. Include information such as:
    - People in building
    - Equipment or areas that require careful monitoring
    - Problems that occurred during your patrol
  3. Note events in your Daily Activity Report.
  4. Complete an Incident Report if necessary.
  5. Include only factual information such as:
    - Time you noticed the event
    - Location
    - Action taken
    - Whom you notified
    - Names of individuals
    - Your Daily Activity Report and Incident Report(s) serve(s) as a(n) official record. They must be complete and contain facts, not assumptions.
- **NOTE** : Remember to notate the Client Contact that approved/requested the Temporary Post Orders, as well as the Securitas Supervisor/District Manager that was notified of the change.

Temporary Post Orders		
Date and Time:		
People Who Communicated and Received Temporary Orders		
Client Contact:	Position:	Signature:
Securitas Contact:	Position:	Signature:
Time and Date Contacted Securitas District Manager:		
Start Date and Time:	End Date and Time:	
Temporary Post Order		

	Officer's Signatures:

## **\*\*9.0 Revisions to Original Post Orders**

Record any unusual events in your Daily Activity Report. All reports should be written prior to concluding your shift.

When you return to your post:

1. Put all instructions and necessary information in your Daily Activity Report, signing and dating the entry.
  2. Record any revised orders in the Revisions to Original Post Orders section of the post orders. Include information such as:
    - People in building
    - Equipment or areas that require careful monitoring
    - Problems that occurred during your patrol
  3. Note events in your Daily Activity Report.
  4. Complete a Vision Incident Report if necessary.
  5. Include only factual information such as:
    - Time you noticed the event
    - Location
    - Action taken
    - Whom you notified
    - Names of individuals
    - Your Daily Activity Report and Incident Report(s) serve(s) as a(n) official record. They must be complete and contain facts, not assumptions.
- **NOTE:** Remember to notate the Client Contact that approved/requested the Revision to Post Orders, as well as the Securitas Supervisor/District Manager that was notified of the change.

Revisions to Post Orders		
Date and Time:		
People Who Communicated and Received Temporary Orders		
Client Contact:	Position:	Signature:
Securitas Contact:	Position:	Signature:
Time and Date Contacted Securitas District Manager:		
Start Date and Time:	End Date and Time:	
Revisions to Post Orders		



	Officer's Signatures:

|

## **\*\*11.0 Mission Statement**

### **Mission Statement**

### **Securitas**

*Integrity  
Vigilance  
Helpfulness*



The mission of Securitas Security Services USA, Inc. is simple:

*Provide the highest quality security services available in the industry, at the most competitive rates. Our goal is to assess and understand the security needs of our clients and deliver service that will help to protect the clients' personnel, assets and property. The Securitas USA organization is committed to moving forward and developing the most cutting edge, efficient, customer oriented security firm in America. At Securitas, USA we have the expertise, attitude and resources to provide the highest level of security services available anywhere.*

While serving as your security services provider we have the following objectives:

- Help to serve as a deterrent to criminal acts, violence, theft, vandalism, etc.
- Strive to protect personnel, property, assets, proprietary and confidential information.
- Observe and report potential hazards, known criminal activity and safety concerns and function as the eyes and ears of the client.
- Maintain access control to client property.
- Assist client in enforcing company policies, procedures, and practices.

We strive to achieve the Securitas USA mission by practicing the Company's three core values:

- Integrity
- Vigilance
- Helpfulness

These values dictate the way we think, act and perform our duties. They are the basic tools to help us conduct business at the highest possible level and make Securitas USA the security provider and employer of choice in the security industry.

## **\*\*12.0 Department Biography**

### **Securitas Security Services USA, INC.**

The **Mulberry Office** is located at:

5925 Imperial Parkway Mulberry Florida

Main Telephone Number

[REDACTED]

The Office staff consists of:

#### **Area Vice President**

Thomas Gross

District Manager

**Thomas Bresnayan**

Cell Phone #

[REDACTED]

Area Human Resources Manager

**Duane Everett**

## **\*\*13.0 Sexual Harassment Statement**

### **Statement of Non-Discrimination and Affirmative Action**

**Non-Discrimination:** Securitas is an equal employment employer and expects its employees to actively support its diversity and affirmative action programs. We recruit, hire, train and promote persons in all job titles without regard to race, color, creed, religion, physical/mental disability, medical condition, national origin, citizenship status/ancestry, sexual orientation, age, gender/sex, gender identity, marital status, veteran status, status, with regard to public assistance, or any other status protected by law. The Company ensures that all personnel actions such as hiring, compensation, benefits, Company sponsored training, education, transfer, discipline, demotion, assignment, termination, layoff, and social and recreational programs will be administered without regard to protected group status. You are expected to demonstrate sensitivity and respect for all other employees and to demonstrate commitment to the Securitas equal employment opportunity and affirmative action objectives. You are asked to report any incident that you feel is inappropriate or in violation of Company policy.

**Affirmative Action:** Securitas complies with Executive Order 11246, as amended, with regard to Affirmative Action and its policy of non-discrimination and equal opportunity, as well as applicable State and Local Laws, directives and regulations. Securitas complies with Section 503 of the Rehabilitation Act of 1973, which requires affirmative action to employ and advance in employment, qualified individuals with disabilities. Securitas complies with the Vietnam Era Veterans Readjustment Act of 1974 38 U.S.C. § 4212, which requires affirmative action to employ and advance in employment qualified Disabled Veterans, Veterans Of The Vietnam Era and Other Eligible Veterans.

**Responsibility for Implementation:** The Region President is responsible for issuing and enforcing Securitas' Equal Employment Opportunity-Affirmative Action Policy. The Region President has designated the Director of Human Resource as the principal Affirmative Action Officer responsible for designing, administering and monitoring the Affirmative Action Program. The Affirmative Action Officer has the full support of top management and is assured the staffing necessary to execute Affirmative Action Program responsibilities. All Securitas employees are responsible for demonstrating sensitivity to and respect for racial, cultural, sexual, age and physical differences when working with other employees and customers, and avoiding harassment of others on racial, ethnic, religious, sexual gender, age, disability, or other protected group status grounds. Adherence to this policy is expected of all employees, managers and executives of Securitas Security Services USA, Inc. and its subsidiaries

### **Policy Against Discrimination And Harassment**

Securitas promotes a productive work environment and does not tolerate unwelcome verbal or physical conduct, or advances of a sexual nature, or any harassment based on gender, sex, sexual orientation, pregnancy, race, natural origin, religion, disability, age, veteran status, marital status or other protected characteristic, which is a violation of state and federal law. Any individual who commits such a violation may be subject to personal liability, as well as discipline by the Company and possibly termination of employment. Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. This applies to harassment of an employee by a co-worker, supervisor, manager, customer/client or other third party. Supervisors and managers are required to follow the chain of command and immediately forward any reports of harassment to the Company. There are three main types of OFFENSIVE behavior: 1) Conduct of a sexual nature (or based on other protected characteristics) that creates an offensive and/or hostile work environment; 2) Coerced sexual conduct by a person in a position of power in the workplace; and 3) Discrimination based on the gender or other protected status of a person. If you believe any employee or non employee's actions or words constitute unwelcome harassment or discrimination, you have a responsibility to report the situation to your immediate supervisor, a Human Resources representative, your local district management or the HOTLINE as soon as possible. Securitas strictly prohibits retaliation against any person for reporting a complaint or filing, testifying, assisting or participating in any investigation or proceeding conducted by the Company or a government enforcement agency.

THE FOLLOWING PERSONS HAVE BEEN DESIGNATED TO RECEIVE COMPLAINTS OF SEXUAL HARASSMENT OR ANY OTHER FORM OF HARASSMENT:

**HOTLINE CONTACT NUMBER: 1-800-574-8637**

Name: Duane Everett

Address: 5925 Imperial Parkway

Phone: [REDACTED]

Name: Sheree Ross

Address: 600 Towne Park Ln Suite 1040 Kennesaw GA

Phone: [REDACTED]

**\*\*14.0 Employee Training Record**

## Reading Post Orders

**All Securitas Employees MUST read and sign Post Orders every 90 days**

[illegible]

## **\*\*15.0 Communications**



## 16.0 Active Shooter

### HOW TO RESPOND IF AN ACTIVE SHOOTER COMES TO YOUR JOB SITE

These are general instructions. The response and actions of the security team and security officers will depend on the unique features of the site and specific facts of the situation.

- ATTEMPT TO QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE, AND THE LIVES OF OTHER PEOPLE AT THE SITE.
- IF SAFELY POSSIBLE, ATTEMPT TO CALL 911.
- IF SAFELY POSSIBLE, NOTIFY OTHER PEOPLE AT THE SITE OF THE DANGER.
- IF SAFELY POSSIBLE, ATTEMPT TO ASSIST OTHERS IN ESCAPING DANGER.

Depending the facts of the situation, if there is an immediate threat of death or serious injury, and the security officer does not have time to safely make notifications, then the security officer should carry out the following, and if safely possible, attempt to help others to carry out these actions, in this order:

#### **Run**

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### **Hide**

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors

#### **Fight**

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression, throw items at the active shooter

### HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

Security officers should carry out the following, and if safely possible, attempt to help others take these actions:

#### 1. HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES

- Remain calm, follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premise

#### 2. INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooters
- Number and type of weapons held by the shooters
- Number of potential victims at the location

**SEE SOMETHING; SAY SOMETHING**  
**IF YOU SEE ANYTHING UNUSUAL, REPORT IT**

ANY TIME YOU SEE SOMETHING OR SOMEONE UNUSUAL, OUT OF THE ORDINARY, OR TROUBLESOME, ALERT YOUR MANAGER, OR THE SECURITAS HOTLINE. DO NOT IGNORE SIGNS THAT COULD LEAD TO DANGER.

## SECTION IX

# **Financial Report**

**September 30, 2021**

**Towne Park Community  
Development District**

	<u>Page</u>
<b>I. Financial Section:</b>	
Independent Auditor's Report	1
Management's Discussion and Analysis	3
Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position	7
Statement of Activities	8
Fund Financial Statements:	
Balance Sheet - Governmental Funds	9
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	10
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances -Governmental Funds to the Statement of Activities	11
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund	12
Notes to Financial Statements	13
<b>II. Compliance Section:</b>	
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	22
Management Letter	23
Independent Auditor's Report on Compliance with the Requirements of Section 218.415, Florida Statutes	25

## INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors  
*Towne Park Community Development District*

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the *Towne Park Community Development District* (the "District"), as of and for the fiscal year ended September 30, 2021, and the related notes to the financial statements which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

The District's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund of the *Towne Park Community Development District* as of September 30, 2021, and the respective changes in financial position thereof, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis starting on page 3, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued a report dated June 28, 2022, on our consideration of the *Towne Park Community Development District's*, internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "McDiarmid Davis". The script is cursive and fluid.

Orlando, Florida  
June 28, 2022

Our discussion and analysis of the *Towne Park Community Development District* (the "District") financial accomplishments provide an overview of the District's financial activities for the year ended September 30, 2021. Please read it in conjunction with the District's Independent Auditor's Report, financial statements and accompanying notes.

This information is being presented to provide additional information regarding the activities of the District and to meet the disclosure requirements of Government Accounting Standards Board Statement (GASB) No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* issued June 1999.

### **Financial Highlights**

- The assets of the District exceeded its liabilities at September 30, 2021 by \$13,469,241, an increase in net position of \$1,902,554 in comparison with the prior year.
- At September 30, 2021, the District's governmental funds reported fund balances of \$1,953,151 an increase of \$824,221 in comparison with the prior year.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the *Towne Park Community Development District's* financial statements. The District's financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to financial statements.

### **Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include general government, culture and recreation, and physical environment.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: Governmental funds.

### **Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.



The District maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, debt service fund, and capital projects fund, which are considered to be major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

### Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### Government-Wide Financial Analysis

#### *Statement of Net Position*

The District's net position was \$13,469,241 at September 30, 2021. The following analysis focuses on the net position of the District's governmental activities.

	<b>2021</b>	<b>2020</b>
Assets, excluding capital assets	\$ 2,025,406	\$ 3,666,989
Capital assets, net of depreciation	38,792,637	32,485,345
<b>Total assets</b>	<b>40,818,043</b>	<b>36,152,334</b>
Liabilities, excluding long-term liabilities	583,736	2,964,634
Long-term liabilities	26,765,066	21,621,013
<b>Total liabilities</b>	<b>27,348,802</b>	<b>24,585,647</b>
Net Position:		
Net investment in capital assets	13,041,006	9,883,413
Restricted for debt service	264,677	261,326
Restricted for capital projects	54,727	1,258,532
Unrestricted	108,831	163,416
<b>Total net position</b>	<b>\$ 13,469,241</b>	<b>\$ 11,566,687</b>

The following is a summary of the District's governmental activities for the year ended September 30, 2021.

	<u>2021</u>	<u>2020</u>
Revenues:		
Program revenues	\$ 4,602,927	\$ 11,135,072
General revenues	2,257	22,534
<b>Total revenues</b>	<u>4,605,184</u>	<u>11,157,606</u>
Expenses:		
General government	1,122,150	421,548
Culture and recreation	96,639	-
Physical environment	268,785	211,034
Interest on long-term debt	1,215,056	1,134,146
<b>Total expenses</b>	<u>2,702,630</u>	<u>1,766,728</u>
Change in net position	1,902,554	9,390,878
Net position, beginning of year	11,566,687	2,175,809
<b>Net position, ending</b>	<u><u>\$ 13,469,241</u></u>	<u><u>\$ 11,566,687</u></u>

As noted above and in the statement of activities, the cost of all governmental activities during the year ended September 30, 2021 was \$2,702,630, the majority were interest on long term debt and general government expenses.

#### **Financial Analysis of the Government's Funds**

The District uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. The focus of the District's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. At September 30, 2021, the District's governmental funds reported combined ending fund balances of \$1,953,151. Of this total, \$47,434 is non-spendable, \$1,844,320 is restricted and the remainder of \$61,397 is unassigned.

The General Fund decreased \$54,585 due to expenditures exceeding assessment revenue. The debt service fund balance decreased by \$149,312 because of increased debt service expenditures. The capital projects fund balance increased \$1,028,118 due to bonds issued.

#### **General Fund Budgetary Highlights**

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget to actual comparison for the general fund, including the original budget and final adopted budget, is shown on page 12. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. There was one budget amendments during the year. The legal level of budgetary control is at the fund level.

### **Capital Asset and Debt Administration**

#### *Capital Assets*

At September 30, 2021, the District had \$38,792,637 invested in infrastructure under construction. More detailed information about the District's capital assets is presented in the notes to financial statements.

#### *Capital Debt*

At September 30, 2021, the District had \$26,655,000 in bonds outstanding. More detailed information about the District's capital debt is presented in the notes to financial statements.

### **Requests for Information**

If you have questions about this report or need additional financial information, contact the *Towne Park Community Development District's* Finance Department at 219 E. Livingston Street, Orlando, Florida 32801.

## FINANCIAL STATEMENTS

Towne Park Community Development District  
**Statement of Net Position**  
September 30, 2021

	<b>Governmental Activities</b>
<b>Assets</b>	
Cash	\$ 77,964
Assessment receivable	4,689
Due from the developer	53,227
Other accounts receivable	1,500
Prepaid costs	42,934
Deposits	4,500
Restricted Assets:	
Temporarily restricted investments	1,840,592
Capital Assets:	
Capital assets not being depreciated	38,792,637
<b>Total assets</b>	<b>40,818,043</b>
<b>Liabilities</b>	
Accounts payable and accrued expenses	72,255
Accrued interest payable	511,481
Noncurrent Liabilities:	
Due within one year	470,000
Due in more than one year	26,295,066
<b>Total liabilities</b>	<b>27,348,802</b>
<b>Net Position</b>	
Net investment in capital assets	13,041,006
Restricted for debt service	264,677
Restricted for capital projects	54,727
Unrestricted	108,831
<b>Total net position</b>	<b>\$ 13,469,241</b>

Towne Park Community Development District  
**Statement of Activities**  
Year Ended September 30, 2021

	Program Revenue				Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<b>Functions/Programs</b>					
Governmental Activities:					
General government	\$ 1,122,150	\$ 357,618	\$ -	\$ -	\$ (764,532)
Culture and recreation	96,639	30,798	-	-	(65,841)
Physical environment	268,785	85,659	-	1,068,367	885,241
Interest on long-term debt	1,215,056	3,060,258	115	112	1,845,429
<b>Total governmental activities</b>	<b>\$ 2,702,630</b>	<b>\$ 3,534,333</b>	<b>\$ 115</b>	<b>\$ 1,068,479</b>	<b>1,900,297</b>
General Revenues:					
Miscellaneous					2,257
<b>Change in net position</b>					<b>1,902,554</b>
Net position, beginning					11,566,687
<b>Net position - ending</b>					<b>\$ 13,469,241</b>

Towne Park Community Development District  
**Balance Sheet**  
**Governmental Funds**  
September 30, 2021

	<b>General</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>Total Governmental Funds</b>
<b>Assets</b>				
Cash	\$ 76,964	\$ -	\$ 1,000	\$ 77,964
Investments	-	1,686,929	153,663	1,840,592
Assessments receivable	3,461	1,228	-	4,689
Other accounts receivable	-	-	1,500	1,500
Due from developer	-	-	53,227	53,227
Prepaid expenses	42,934	-	-	42,934
Deposits	4,500	-	-	4,500
<b>Total assets</b>	<b>\$ 127,859</b>	<b>\$ 1,688,157</b>	<b>\$ 209,390</b>	<b>\$ 2,025,406</b>
<b>Liabilities and Fund Balances</b>				
Liabilities:				
Accounts payable and accrued expenses	\$ 19,028	\$ -	\$ 3,227	\$ 22,255
Retainage payable	-	-	50,000	50,000
<b>Total liabilities</b>	<b>19,028</b>	<b>-</b>	<b>53,227</b>	<b>72,255</b>
Fund Balances:				
Nonspendable	47,434	-	-	47,434
Restricted for:				
Debt service	-	1,688,157	-	1,688,157
Capital projects	-	-	156,163	156,163
Unassigned	61,397	-	-	61,397
<b>Total fund balances</b>	<b>108,831</b>	<b>1,688,157</b>	<b>156,163</b>	<b>1,953,151</b>
<b>Total liabilities and fund balances</b>	<b>\$ 127,859</b>	<b>\$ 1,688,157</b>	<b>\$ 209,390</b>	

**Amounts reported for governmental activities in the statement of net position are different because:**

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. 38,792,637

Developer advances are recorded as a liability on the Statement of Net Position as Due to the Developer but are treated as other financing sources on the fund level statements (77,041)

Liabilities not due and payable from current available resources are not reported in governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide statements.

Accrued interest payable	(511,481)	
Bonds payable	(26,688,025)	(27,199,506)
<b>Net position of governmental activities</b>		<b>\$ 13,469,241</b>

Towne Park Community Development District  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
Year Ended September 30, 2021

	<b>General</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>Total Governmental Funds</b>
<b>Revenues</b>				
Developer contributions	\$ -	\$ -	\$ 1,068,367	\$ 1,068,367
Assessments	474,075	1,536,222	-	2,010,297
Prepayment revenue	-	1,524,036	-	1,524,036
Investment and other income	2,257	115	112	2,484
<b>Total revenues</b>	<b>476,332</b>	<b>3,060,373</b>	<b>1,068,479</b>	<b>4,605,184</b>
<b>Expenditures</b>				
Current				
General government	165,493	43,496	913,161	1,122,150
Culture & Recreation	96,639	-	-	96,639
Maintenance and operations	268,785	-	-	268,785
Debt Service:				
Interest	-	1,131,207	-	1,131,207
Principal	-	2,000,000	-	2,000,000
Capital Outlay	-	-	6,307,292	6,307,292
<b>Total expenditures</b>	<b>530,917</b>	<b>3,174,703</b>	<b>7,220,453</b>	<b>10,926,073</b>
<b>Excess (deficit) of revenues over Expenditures</b>	<b>(54,585)</b>	<b>(114,330)</b>	<b>(6,151,974)</b>	<b>(6,320,889)</b>
<b>Other Financing Sources (Uses):</b>				
Bonds issued	-	494,019	6,595,981	7,090,000
Premium on bonds issued	-	-	55,110	55,110
Transfers out	-	(529,001)	-	(529,001)
Transfers in	-	-	529,001	529,001
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>(34,982)</b>	<b>7,180,092</b>	<b>7,145,110</b>
<b>Net change in fund balance</b>	<b>(54,585)</b>	<b>(149,312)</b>	<b>1,028,118</b>	<b>824,221</b>
Fund balances, beginning of year	163,416	1,837,469	(871,955)	1,128,930
<b>Fund balances, end of year</b>	<b>\$ 108,831</b>	<b>\$ 1,688,157</b>	<b>\$ 156,163</b>	<b>\$ 1,953,151</b>



**Reconciliation of the Statement of Revenues, Expenditures and Changes in  
Fund Balances Governmental Funds to the Statement of Activities**

Year Ended September 30, 2021

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Net change in fund balances - total governmental funds	\$	824,221
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Governmental Funds report outlays for Capital Assets as expenditures because such outlays use current financial resources; however, in the statement of net position the cost of those assets is recorded as capital assets.	6,307,292
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Proceeds from issuance of bonds are reported as fund sources in governmental funds and an increase to long-term liabilities in the statement of net position.		
Bonds issued	(7,090,000)	
Premium on bonds issued	<u>(55,110)</u>	(7,145,110)

Repayments of long-term liabilities are reported as expenditures in governmental funds, while repayments reduce long-term liabilities in the statement of net position.	2,000,000
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Change in accrued interest	(84,906)	
Amortization of bond discount/premium	<u>1,057</u>	(83,849)
<b>Change in net position of governmental activities</b>	<b>\$</b>	<b><u>1,902,554</u></b>

Towne Park Community Development District  
**Statement of Revenues, Expenditures and Changes in**  
**Fund Balance Budget and Actual - General Fund**  
Year Ended September 30, 2021

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
<b>Revenues</b>				
Developer contributions	\$ -	\$ 71,190	\$ -	\$ (71,190)
Assessments	460,900	460,900	474,075	13,175
Investment and other income	300	300	2,257	1,957
<b>Total revenues</b>	<b>461,200</b>	<b>532,390</b>	<b>476,332</b>	<b>(56,058)</b>
<b>Expenditures</b>				
Current:				
General government	147,800	193,373	165,493	27,880
Culture and recreation	74,200	105,225	96,639	8,586
Maintenance and operations	253,000	269,400	268,785	615
<b>Total expenditures</b>	<b>475,000</b>	<b>567,998</b>	<b>530,917</b>	<b>37,081</b>
<b>Excess (Deficit) of Revenues Over</b>				
<b>Expenditures</b>	<b>(13,800)</b>	<b>(35,608)</b>	<b>(54,585)</b>	<b>(18,977)</b>
<b>Other Financing Sources (Uses)</b>				
Transfers out	-	(500)	-	500
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>(500)</b>	<b>-</b>	<b>500</b>
<b>Net change in fund balance</b>	<b>(13,800)</b>	<b>(36,108)</b>	<b>(54,585)</b>	<b>(18,477)</b>
Fund balance, beginning	163,416	163,416	163,416	-
<b>Fund balance, ending</b>	<b>\$ 149,616</b>	<b>\$ 127,308</b>	<b>\$ 108,831</b>	<b>\$ (18,477)</b>

## **NOTES TO FINANCIAL STATEMENTS**

## **NOTE 1                      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **Reporting Entity**

The *Towne Park Community Development District*, (the "District") was established on November 3, 2014 by the City of Lakeland, Florida Ordinance No. 5476, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides, among other things, the power to manage basic services for community development, the power to borrow money and issue bonds, and the power to levy and collect non-ad valorem assessments for the financing and delivery of capital infrastructure. The District was established for the purpose of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors (the "Board"), which is composed of five members. The Supervisors are elected on an at large basis by owners of the property within the District. The Board of Supervisors of the District exercises all powers granted to the District pursuant to Chapter 190, Florida Statutes. At September 30, 2021, three board members were affiliated with the TP II, LLC ("the Developer").

The Board has the final responsibility for, among other things:

1. Allocating and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements 14, 39 and 61. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

### **Government-Wide and Fund Financial Statements**

The financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants, contributions and investment income that are restricted to meeting the operational or capital requirements of a particular function or segment and 3) operating-type special assessments that are treated as charges for services (including assessments for maintenance and debt service). Other items not included among program revenues are reported instead as *general revenues*.

### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

## **NOTE 1            SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the modified *accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting; however, debt service expenditures are recorded only when payment is due.

Assessments, including debt service assessments and operation and maintenance assessments, are non-ad valorem assessments imposed on all lands located within the District and benefited by the District's activities. Operation and maintenance assessments are levied by the District prior to the start of the fiscal year which begins October 1<sup>st</sup> and ends on September 30<sup>th</sup>. These assessments are imposed upon all benefited lands located in the District. Debt service special assessments are imposed upon certain lots and lands as described in each resolution imposing the special assessment for each series of bonds issued by the District.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the District.

The District reports the following major governmental funds:

### *General Fund*

Is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

### *Debt Service Fund*

Is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

### *Capital Projects Fund*

Accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

## **Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance**

### *Restricted Assets*

These assets represent cash and investments set aside pursuant to bond covenants.

### *Deposits and Investments*

The District's cash and cash equivalents are considered to be cash on hand and demand deposits.

Investments of the District are reported at fair value and are categorized within the fair value hierarchy established in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*.

### *Receivables*

All receivables are shown net of an allowance for uncollectibles.

### *Prepaid Items*

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

**NOTE 1                      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Capital Assets*

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., utilities system, stormwater system, landscaping and similar items), are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. All capital asset acquisition and construction is considered infrastructure under construction at September 30, 2021.

*Long Term Obligations*

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of premiums or discounts. Due to developer balances represent developer advances that are expected to be repaid upon the issuance of long-term bonds.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

*Deferred Outflows/Inflows of Resources*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District does not have any item that qualifies for reporting in this category for the year ended September 30, 2021.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District does not have any item that qualifies for reporting in this category for the year ended September 30, 2021.

*Net Position Flow Assumption*

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

*Fund Balance Flow Assumption*

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources (total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

*Fund Balance Policies*

Fund balance of governmental funds is reported in various categories based on the nature of any imitations requiring the use of resources for specific purposes. The District itself can establish limitations on the use of resources through either commitment (committed fund balance) or an assignment (assigned fund balance).

**NOTE 1                      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

The committed fund balance classification includes fund balance amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The Board of Supervisors is the highest level of decision-making authority for the government that can, by adoption of an ordinance or resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance or resolution remains in place until a similar action is taken to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The Board of Supervisors has authorized the District Manager to assign amounts for specific purposes. The Board of Supervisors may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above an additional action is essential to either remove or revise a commitment.

**Other Disclosures**

*Use of Estimates*

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**New Accounting Standards**

In fiscal year 2021, the District has not implemented any new accounting standards with a material effect on the District's financial statements.

**NOTE 2                      STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Budgetary Information**

The District is required to establish a budgetary system and an approved annual budget for the General Fund. Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at the fiscal year end. The legal level of budgetary control is at the fund level. Any budget amendments that increase the aggregate budgeted appropriations, at the fund level, must be approved by the Board of Supervisors.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

1. Each year the District Manager submits to the District Board proposed budgets for the fiscal year commencing the following October 1.
2. A public hearing is conducted to obtain public comments.
3. Prior to October 1, the budget is legally adopted by the District Board.
4. Subject to certain limited exceptions set forth in the District's appropriation resolutions adopted each year, all budget changes must be approved by the District Board.
5. The budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

## NOTE 3 DEPOSITS AND INVESTMENTS

### Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

### Investments

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset.

Under GASB 72, assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable, and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

The District has the following recurring fair value measurements as of September 30, 2021:

- First American Government Obligation fund of \$1,643,711 are valued using Level 2 inputs.

Instead of establishing a written investment policy, the District elected to limit investments to those approved by Florida Statutes and the District Trust Indenture. Authorized District investments include, but are not limited to:

1. The State Board of Administration Local Government Investment Pool (SBA);
2. Securities and Exchange Commission Registered Money Market Funds with the highest credit quality rating from a nationally recognized rating agency;
3. Interest-bearing savings accounts and certificates of deposit in state-certified qualified public depositories;
4. Direct obligations of the U.S. Treasury.

Investments made by the District at September 30, 2021 are summarized below:

Investment Type	Fair Value	Credit Rating	Weighted Average Maturity
First American Government Obligation Fund, Class Y	\$ 1,643,711	AAAm	14 Days
U.S. Bank Money Market	196,881	N/A	N/A
<b>Total</b>	<b>\$ 1,840,592</b>		

### Credit Risk

For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. Investments in U.S. Government securities and agencies must be backed by the full faith and credit of the United States Government. Short term bond funds shall be rated by a nationally recognized ratings agency and shall maintain the highest credit quality rating. Investment ratings by investment type are included in the preceding summary of investments.



### NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)

#### *Custodial Credit Risk*

In the case of deposits, this is the risk that, in the event of a bank failure, the District's deposits may not be returned to it. The District's investment policy requires that bank deposits be secured as provided by Chapter 280, Florida Statutes. This law requires local governments to deposit funds only in financial institutions designated as qualified public depositories by the Chief Financial Officer of the State of Florida, and creates the Public Deposits Trust Fund, a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a default or insolvency has occurred. At September 30, 2021, all of the District's bank deposits were in qualified public depositories.

For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At September 30, 2021, none of the investments listed are exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form.

#### *Concentration of Credit Risk*

The District's investment policy does not specify limits on the amount the District may invest in any one issuer.

#### *Interest Rate Risk*

The District's investment policy does not specifically address interest rate risk; however, the general investment policy is to apply the prudent-person rule: Investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and in general, avoid speculative investments. The District manages its exposure to declines in fair values by investing primarily in pooled investments that have a weighted average maturity of less than three months.

### NOTE 4 CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2021 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
<b>Governmental Activities</b>				
Capital assets, not being depreciated:				
Construction in progress	\$ 32,485,345	\$ 6,307,292	\$ -	\$ 38,792,637
<b>Total capital assets, not being depreciated</b>	<u>32,485,345</u>	<u>6,307,292</u>	<u>-</u>	<u>38,792,637</u>
<b>Governmental activities capital assets, net</b>	<u>\$ 32,485,345</u>	<u>\$ 6,307,292</u>	<u>\$ -</u>	<u>\$ 38,792,637</u>

The total projected cost of the infrastructure has been estimated at approximately, \$21.2 million, of which approximately \$16.3 million was expected to be financed with the proceeds from the 2016, 2018 and 2019 Bond Series with the remainder to be funded by the Developer. The infrastructure will include storm water management, water and sewer facilities, roadways, landscaping and hardscaping and amenities. Upon completion, certain assets will be conveyed to other entities for ownership and/or maintenance.

### NOTE 5 LONG-TERM LIABILITIES

#### **Series 2016 Special Assessment Bonds - Public Offering**

On June 13, 2016, the District issued \$2,960,000 of Special Assessment Bonds, Series 2016 consisting of \$675,000 Term Bonds due on November 1, 2028 with a fixed interest rate of 5.00%, and \$2,285,000 Term Bonds due on November 1, 2046 with a fixed interest rate of 5.75%. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the District. Interest is paid semiannually on each May 1 and November 1. Principal is paid serially commencing on November 1, 2017 through November 1, 2046.

**NOTE 5                      LONG-TERM LIABILITIES (CONTINUED)**

As of September 30, 2021, total principal and interest remaining on the Series 2016 Special Assessment Bonds was \$2,804,010. For the fiscal year ended September 30, 2021, principal and interest paid was \$107,912 and \$114,112 of special assessment revenue pledged.

**Series 2018 Special Assessment Bonds - Public Offering**

On June 8, 2018, the District issued \$13,835,000 of Special Assessment Bonds, Series 2018 consisting of \$3,365,000 2018 Term Bonds due on May 1, 2049 with interest rates ranging from 4.00% to 5.50% and \$10,470,000 of 2018 Term Bonds due on May 1, 2049 with interest rates ranging from 4.00% to 5.50%. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the District. Interest is paid semiannually on each May 1 and November 1. Principal is paid serially commencing on May 1, 2020 through May 1, 2049.

As of September 30, 2021, total principal and interest remaining on the Series 2018 Special Assessment Bonds was \$17,904,362. For the fiscal year ended September 30, 2021, principal and interest paid was \$775,522 and \$675,033 of special assessment revenue pledged.

**Series 2019 Special Assessment Bonds - Public Offering**

On July 22, 2019, the District issued \$5,485,000 of Special Assessment Bonds, Series 2019 with interest rates ranging from 3.50% to 6.625%. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the District. Interest is paid semiannually on each May 1 and November 1. Principal is paid serially commencing on May 1, 2021 through May 1, 2050.

As of September 30, 2021, total principal and interest remaining on the Series 2019 Special Assessment Bonds was \$9,783,752. For the fiscal year ended September 30, 2021, principal and interest paid was \$335,969 and \$358,276 of special assessment revenue pledged.

**Series 2019 Special Assessment Bonds - Public Offering**

On November 13, 2019, the District issued \$5,250,000 of Special Assessment Bonds, Series 2019, Area 3C with interest rates ranging from 3.625% to 4.625%. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the District. Interest is paid semiannually on each May 1 and November 1. Principal is paid serially commencing on May 1, 2021 through May 1, 2050.

As of September 30, 2021, total principal and interest remaining on the Series 2019 Special Assessment Bonds was \$6,643,032. For the fiscal year ended September 30, 2021, principal and interest paid was \$1,817,791 and \$1,782,665 of special assessment revenue pledged.

**Series 2020 Special Assessment Bonds - Public Offering**

On December 9, 2020, the District issued \$7,090,000 of Special Assessment Bonds, Series 2020, Area 3D with interest rates ranging from 2.625% to 4.000%. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the District. Interest is paid semiannually on each May 1 and November 1. Principal is paid serially commencing on May 1, 2022 through May 1, 2051.

As of September 30, 2021, total principal and interest remaining on the Series 2020 Special Assessment Bonds was \$12,055,946. For the fiscal year ended September 30, 2021, no principal was due, interest paid was \$94,013 and \$130,172 of special assessment revenue pledged.

The Bond Indentures have certain restrictions and requirements relating principally to the use of proceeds to pay for infrastructure improvements and the procedure to be followed by the District on assessments to property owners. The District agreed to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the debt service reserve requirement. The District is in compliance with the requirements of the Bond Indentures.

The Bond Indentures require that the District maintain adequate funds in the reserve accounts to meet the debt service reserve requirements as defined in the Indentures. The requirements have been met for the fiscal year ended September 30, 2021.

**NOTE 5 LONG-TERM LIABILITIES (CONTINUED)**

Long-term liability activity for the year ended September 30, 2021 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Governmental activities</b>					
Bonds Payable:					
Series 2016	\$ 1,490,000	\$ -	\$ (25,000)	\$ 1,465,000	\$ 25,000
Series 2018 2B	1,770,000	-	(55,000)	1,715,000	25,000
Series 2018 3A	7,570,000	-	(225,000)	7,345,000	120,000
Series 2019 3B	5,485,000	-	(95,000)	5,390,000	95,000
Series 2019 3C	5,250,000	-	(1,600,000)	3,650,000	65,000
Series 2020 3D	-	7,090,000	-	7,090,000	140,000
Less:					
Original issue discount	(21,028)	-	721	(20,307)	-
Add:					
Original issue premium	-	55,110	(1,778)	53,332	-
Due to Developer	77,041	-	-	77,041	-
<b>Total</b>	<u>\$ 21,621,013</u>	<u>\$ 7,145,110</u>	<u>\$ (2,001,057)</u>	<u>\$ 26,765,066</u>	<u>\$ 470,000</u>

At September 30, 2021, the scheduled debt service requirements on the bonds payable were as follows:

<u>Year Ending September 30,</u>	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2022	\$ 470,000	\$ 1,226,928
2023	500,000	1,210,396
2024	510,000	1,192,853
2025	530,000	1,173,333
2026	560,000	1,152,403
2027-2031	3,150,000	5,393,072
2032-2036	3,935,000	4,620,210
2037-2041	4,970,000	3,612,498
2042-2046	6,320,000	2,289,190
2047-2050	5,710,000	665,219
	<u>\$ 26,655,000</u>	<u>\$ 22,536,102</u>

**NOTE 6                      DEVELOPER TRANSACTIONS**

A significant portion of the District's activity going forward is dependent upon the continued involvement of the Developer TP II, LLC, which currently owns the majority of the assessable property located within the District boundaries. The loss of support could potentially have a material adverse effect on the District's operations.

During the current year, the Developer paid approximately \$508,000 to the District for operations and maintenance costs and debt service expenditures. The Developer also contributed approximately \$1.1 million for capital expenditures, of which approximately \$53,000 is receivable at year end. As of September 30, 2021, a total of \$77,041 is due to the Developer. The due to the Developer amount is related to long-term developer advances to fund the construction of infrastructure. The advances are non-interest bearing and have no scheduled repayment terms. The activity for the year is detailed in Note 5.

**NOTE 7                      MANAGEMENT COMPANY**

The District has contracted with a management company to perform management services, which include financial and accounting services. Certain employees of the management company also serve as officers (Board appointed non-voting positions) of the District. Under the agreements, the District compensates the management company for management, accounting, financial reporting and other administrative costs.

**NOTE 8                      RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance from independent third parties. The District did not file any claims under this commercial coverage during the last three years.

## COMPLIANCE SECTION

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
*Towne Park Community Development District*

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the *Towne Park Community Development District* (the "District") as of and for the year ended September 30, 2021 and the related notes to the financial statements, which collectively comprise the District's financial statements and have issued our report thereon dated June 28, 2022.

*Internal Control Over Financial Reporting*

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be a material weakness or significant deficiency. Given these limitations, during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

*Compliance and Other Matters*

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*McDermitt Davis*

Orlando, Florida  
June 28, 2022

## MANAGEMENT LETTER

Board of Supervisors  
*Towne Park Community Development District*

### Report on the Financial Statements

We have audited the financial statements of *Towne Park Community Development District*, (the "District") as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated June 28, 2022.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 28, 2022, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, require that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no such findings in the preceding annual financial audit report.

### Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been disclosed in the notes to the financial statements.

### Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

### Specific Information

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the District reported:

- a. The total number of District employees compensated in the last pay period of the District's fiscal year as 0.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the District's fiscal year as 23.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as 0.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$7,138,567.

- e. Each construction project with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project as: Series 2020 3D-\$4,080,884
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final budget under Section 189.016(6), Florida Statutes, as included in the general fund budget statement.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the District reported:

- a. The rate or rates of non-ad valorem special assessments imposed by the District as: General Fund- \$419.89; Debt Service- \$722.56-\$1,303.69.
- b. The total amount of special assessments collected by or on behalf of the District as \$3,534,333.
- c. The total amount of outstanding bonds issued by the District and the terms of such bonds as disclosed in the notes.

#### **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

#### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*McDiarmid Davis*

Orlando, Florida  
June 28, 2022





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Orlando, Florida 32803  
407-843-5406  
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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH  
THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

Board of Supervisors  
*Towne Park Community Development District*

We have examined *Towne Park Community Development District's* (the "District") compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2021. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

*McDermitt Davis*

Orlando, Florida  
June 28, 2022

# SECTION X

## SECTION B

# SECTION 1

**TEMPLATE FOR LOCAL GOVERNMENTS AND SPECIAL DISTRICTS FOR PERFORMING A STORMWATER NEEDS ANALYSIS PURSUANT TO SECTION 5 OF SECTION 403.9302, FLORIDA STATUTES**

**INTRODUCTION**

As part of the 2021 regular session, the Legislature recognized the need for a long-term planning process for stormwater and wastewater. Section 403.9302, Florida Statutes, requires a 20-year needs analysis from the local governments providing stormwater services. Because this planning document is forward-looking, it will necessarily include a large number of assumptions about future actions. These assumptions should be based on any available information coupled with best professional judgment of the individuals completing the document. Completing this template by June 30, 2022, will fulfill the statutory requirements for the first round of 20-year needs analyses for stormwater. The template was generated by EDR in cooperation with local governments, Special Districts, the Florida Department of Environmental Protection (DEP), the Water Management Districts, the Florida Stormwater Association, private consultants, and others. Use of this tool will help ensure that information is compiled consistently for the Office of Economic & Demographic Research's (EDR) report to the Legislature.

For the purposes of this document, a stormwater management program and a stormwater management system are as defined in statute (s. 403.031(15) and (16), F.S., respectively; language provided here: <https://www.flsenate.gov/Laws/Statutes/2021/403.031>). Plainly speaking, the "program" is the institutional framework whereby stormwater management activities (MS4 NPDES permit activities, and other regulatory activities, construction, operation and maintenance, *etc.* ) are carried out by the public authority. The "system" comprises the physical infrastructure that is owned and/or operated by the local government or special district that specifically is intended to control, convey or store stormwater runoff for treatment and flood protection purposes.

For the purposes of this document, the following guiding principles have been adopted:

- Stormwater systems or facilities owned and operated by any of the following are excluded from reporting requirements for local governments and special districts:
  - o Private entities or citizens
  - o Federal government
  - o State government, including the Florida Department of Transportation (FDOT)
  - o Water Management Districts
  - o School districts
  - o State universities or Florida colleges
- Local government expenditures associated with routine operation and maintenance are fully funded prior to commencing new projects and initiatives.
- Local government submissions will include the activities of dependent special districts. Only independent special districts report separately. For a list of all special districts in the state and their type (*i.e.*, dependent or independent), please see the Department of Economic Opportunity's Official List of Special Districts at the following link: <http://specialdistrictreports.floridajobs.org/webreports/alphalist.aspx>.
- With respect to federal and state statutes and rulemaking, current law and current administration prevails throughout the 20-year period. In other words, the state's present legal framework (*i.e.*, the status quo) continues throughout the period.

#### GENERAL INSTRUCTIONS FOR USING THE TEMPLATE

Instructions for submitting the template are still under development. Additional information regarding submission and answers to frequently asked questions will be posted on EDR's website, along with other useful materials, here: <http://edr.state.fl.us/Content/natural-resources/stormwaterwastewater.cfm>

The statutory language forms the titles for each part. This template asks that you group your recent and projected expenditures in prescribed categories. A detailed list of the categories is provided in part 5.0.

The same project should not appear on multiple tables in the jurisdiction's response unless the project's expenditures are allocated between those tables. All expenditures should be reported in \$1,000s (*e.g.*, five hundred thousand dollars should be reported as \$500).

For any jurisdiction that is contracting with another jurisdiction where both could be reporting the same expenditure, please contact EDR for additional guidance. In situations where a reporting jurisdiction contracts with a non-reporting jurisdiction, (*i.e.*, FDOT, the water management districts, the state or federal government), the reporting jurisdiction should include the expenditures.

When reporting cost information, please only include the expenditures that have flowed, are flowing, or will likely flow through your jurisdiction's budget. While necessary to comply with the statute, the concept of "future expenditures" should be viewed as an expression of identified needs.

**These projections are necessarily speculative and do not represent a firm commitment to future budget actions by the jurisdiction.**

This Excel workbook contains three worksheets for data entry. (Along the bottom of the screen, the three tabs are highlighted green.) Empty cells with visible borders are unlocked for data entry. In the first tab, titled "Background through Part 4," the information requested is either text, a dropdown list (*e.g.*, Yes or No), or a checkbox. The next tab, "Part 5 through Part 8," contains tables for expenditure or revenue data as well as some follow-up questions that may have checkboxes, lists, or space for text.

In Part 5 and Part 6, the expenditure tables have space for up to 5 projects. More projects can be listed in the "Additional Projects" tab. This tab contains a table with space for up to 200 additional projects. In order for these additional projects and expenditures to be correctly classified and included in the final totals, each project must be assigned a Project Type and Funding Source Type from the dropdown lists in columns B and C.

#### Links to Template Parts:

[Background Information](#)

[Part 1](#)

[Part 2](#)

[Part 3](#)

[Part 4](#)

[Part 5](#)

[Part 6](#)

[Part 7](#)

[Part 8](#)

[Additional Projects - This table contains additional rows for projects that do not fit into the main tables in Parts 5 and 6](#)

**Background Information**

Please provide your contact and location information, then proceed to the template on the next sheet.

Name of Local Government:	Towne Park CDD
Name of stormwater utility, if applicable:	
Contact Person	
Name:	Jillian Burns
Position/Title:	District Manager
Email Address:	jburns@gmscfl.com
Phone Number:	407-841-5524

Indicate the Water Management District(s) in which your service area is located.

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Northwest Florida Water Management District (NFWFMD) |
| <input type="checkbox"/>            | Suwannee River Water Management District (SRWMD)     |
| <input type="checkbox"/>            | St. Johns River Water Management District (SJRWMD)   |
| <input checked="" type="checkbox"/> | Southwest Florida Water Management District (SWFWMD) |
| <input type="checkbox"/>            | South Florida Water Management District (SFWMD)      |

Indicate the type of local government:

- |                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Municipality                 |
| <input type="checkbox"/>            | County                       |
| <input checked="" type="checkbox"/> | Independent Special District |

**Part 1.0 Detailed description of the stormwater management program (Section 403.9302(3)(a), F.S.)**

The stormwater management program, as defined in the Introduction, includes those activities associated with the management, operation and maintenance, and control of stormwater and stormwater management systems, including activities required by state and federal law. The detailed program description is divided into multiple subparts consisting of narrative and data fields.

**Part 1.1 Narrative Description:**

Please provide a brief description of the current institutional strategy for managing stormwater in your jurisdiction. Please include any mission statement, divisions or departments dedicated solely or partly to managing stormwater, dedicated funding sources, and other information that best describes your approach to stormwater:

All facilities are constructed and operational. No additional construction is contemplated. The District's approach to managing stormwater consists in operating and maintaining the existing systems, which were built under SWFWMD permits, and keeping them operational and in good condition. All work is performed using general fund moneys.

On a scale of 1 to 5, with 5 being the highest, please indicate the importance of each of the following goals for your program:

0	1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drainage & flood abatement (such as flooding events associated with rainfall and hurricanes)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water quality improvement (TMDL Process/BMAPs/other)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reduce vulnerability to adverse impacts from flooding related to increases in frequency and duration of rainfall events, storm surge and sea level rise
						Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## Part 1.2 Current Stormwater Program Activities:

Please provide answers to the following questions regarding your stormwater management program.

- Does your jurisdiction have an NPDES Municipal Separate Storm Sewer System (MS4) Permit?   
If yes, is your jurisdiction regulated under Phase I or Phase II of the NPDES Program:
- Does your jurisdiction have a dedicated stormwater utility?   
If no, do you have another funding mechanism?   
If yes, please describe your funding mechanism.  
  
Does your jurisdiction have a Stormwater Master Plan or Plans?   
If Yes:  
How many years does the plan(s) cover?   
Are there any unique features or limitations that are necessary to understand what the plan does or does not address?  
  
Please provide a link to the most recently adopted version of the document (if it is published online):
- Does your jurisdiction have an asset management (AM) system for stormwater infrastructure?   
If Yes, does it include 100% of your facilities?   
If your AM includes less than 100% of your facilities, approximately what percent of your facilities are included?

- Does your stormwater management program implement the following (answer Yes/No):

A construction sediment and erosion control program for new construction (plans review and/or inspection)?	No
An illicit discharge inspection and elimination program?	No
A public education program?	No
A program to involve the public regarding stormwater issues?	No
A "housekeeping" program for managing stormwater associated with vehicle maintenance yards, chemical storage, fertilizer management, <i>etc.</i> ?	No
A stormwater ordinance compliance program ( <i>i.e.</i> , for low phosphorus fertilizer)?	No
Water quality or stream gage monitoring?	No
A geospatial data or other mapping system to locate stormwater infrastructure (GIS, <i>etc.</i> )?	No
A system for managing stormwater complaints?	No
Other specific activities?	

Notes or Comments on any of the above:

Our system serves residential subdivision areas, and consists of simple stormwater collection and retention/detention pond operation and maintenance.

### Part 1.3 Current Stormwater Program Operation and Maintenance Activities

Please provide answers to the following questions regarding the operation and maintenance activities undertaken by your stormwater management program.

- Does your jurisdiction typically assume maintenance responsibility for stormwater systems associated with new private development (*i.e.*, systems that are dedicated to public ownership and/or operation upon completion)?

Yes

Notes or Comments on the above:

All facilities are already constructed. No new systems are anticipated.

- Does your stormwater operation and maintenance program implement any of the following (answer Yes/No):

Routine mowing of turf associated with stormwater ponds, swales, canal/lake banks, <i>etc.</i> ?	Yes
Debris and trash removal from pond skimmers, inlet grates, ditches, <i>etc.</i> ?	Yes
Invasive plant management associated with stormwater infrastructure?	Yes
Ditch cleaning?	Yes
Sediment removal from the stormwater system (vacator trucks, other)?	Yes
Muck removal (dredging legacy pollutants from water bodies, canal, <i>etc.</i> )?	No
Street sweeping?	No
Pump and mechanical maintenance for trash pumps, flood pumps, alum injection, <i>etc.</i> ?	No
Non-structural programs like public outreach and education?	No
Other specific routine activities?	

## Part 2. Detailed description of the stormwater management system and its facilities and projects (continued Section 403.9302(3)(a), F.S.)

A stormwater management system, as defined in the Introduction, includes the entire set of site design features and structural infrastructure for collection, conveyance, storage, infiltration, treatment, and disposal of stormwater. It may include drainage improvements and measures to prevent streambank channel erosion and habitat degradation. This section asks for a summary description of your stormwater management system. It is not necessary to provide geospatial asset data or a detailed inventory. For some, it may be possible to gather the required data from your Asset Management (AM) system. For others, data may be gathered from sources such as an MS4 permit application, aerial photos, past or ongoing budget investments, water quality projects, or any other system of data storage/management that is employed by the jurisdiction.

Please provide answers to the following questions regarding your stormwater system inventory. Enter zero (0) if your system does not include the component.

	Number	Unit of Measurement
Estimated feet or miles of buried culvert:	6.34	Miles
Estimated feet or miles of open ditches/conveyances (lined and unlined) that are maintained by the stormwater program:		
Estimated number of storage or treatment basins ( <i>i.e.</i> , wet or dry ponds):	26	
Estimated number of gross pollutant separators including engineered sediment traps such as baffle boxes, hydrodynamic separators, <i>etc.</i> :	0	
Number of chemical treatment systems ( <i>e.g.</i> , alum or polymer injection):	0	
Number of stormwater pump stations:	0	
Number of dynamic water level control structures ( <i>e.g.</i> , operable gates and weirs that control canal water levels):	0	
Number of stormwater treatment wetland systems:	0	
Other:		

Notes or Comments on any of the above:

Which of the following green infrastructure best management practices do you use to manage water flow and/or improve water quality (answer Yes/No):

Best Management Practice	Current	Planned
Tree boxes	No	No
Rain gardens	No	No
Green roofs	No	No
Pervious pavement/pavers	No	No
Littoral zone plantings	No	No
Living shorelines	No	No

Other Best Management Practices:


Please indicate which resources or documents you used when answering these questions (check all that apply).

- ☐ Asset management system
- ☐ GIS program
- ☐ MS4 permit application
- ☒ Aerial photos
- ☒ Past or ongoing budget investments
- ☐ Water quality projects

Other(s):

Construction plans for existing facilities.

**Part 3. The number of current and projected residents served calculated in 5-year increments (Section 403.9302(3)(b), F.S.)**

Counties and municipalities: Instead of requiring separate population projections, EDR will calculate the appropriate population estimates for each municipality or the unincorporated area of the county. If your service area is less than or more than your local government's population, please describe in the first text box provided below for part 4.0.

**Independent Special Districts:**

If an independent special district's boundaries are completely aligned with a county or a municipality, identify that jurisdiction here:

N/A

Any independent special district whose boundaries do not coincide with a county or municipality must submit a GIS shapefile with the current and projected service area. EDR will calculate the appropriate population estimates based on that map. Submission of this shapefile also serves to complete Part 4.0 of this template.

**Part 4.0 The current and projected service area for the stormwater management program or stormwater management system (Section 403.9302(3)(c), F.S.)**

Rather than providing detailed legal descriptions or maps, this part of the template is exception-based. In this regard, if the stormwater service area is less than or extends beyond the geographic limits of your jurisdiction, please explain.

N/A

Similarly, if your service area is expected to change within the 20-year horizon, please describe the changes (*e.g.*, the expiration of an interlocal agreement, introduction of an independent special district, *etc.* ).

No changes are anticipated.

[Proceed to Part 5](#)

**Part 5.0 The current and projected cost of providing services calculated in 5-year increments (Section 403.9302(3)(d), F.S.)**

Given the volume of services, jurisdictions should use the template's service groupings rather than reporting the current and projected cost of each individual service. Therefore, for the purposes of this document, "services" means:

1. Routine operation and maintenance (inclusive of the items listed in Part 1.3 of this document, ongoing administration, and non-structural programs)
2. Expansion (that is, improvement) of a stormwater management system.

Expansion means new work, new projects, retrofitting, and significant upgrades. Within the template, there are four categories of expansion projects.

1. Flood protection, addressed in parts 5.2 and 5.3... this includes capital projects intended for flood protection/flood abatement
2. Water quality, addressed in part 5.2 and 5.3... this includes stormwater projects related to water quality improvement, such as BMAPs; projects to benefit natural systems through restoration or enhancement; and stormwater initiatives that are part of aquifer recharge projects
3. Resiliency, addressed in part 5.4... this includes all major stormwater initiatives that are developed specifically to address the effects of climate change, such as sea level rise and increased flood events
4. End of useful life replacement projects, addressed in part 6.0... this includes major expenses associated with the replacement of aging infrastructure

While numbers 3 and 4 have components that would otherwise fit into the first two categories, they are separately treated given their overall importance to the Legislature and other policymakers.

Expansion projects are further characterized as currently having either a committed funding source or no identified funding source. Examples of a committed funding source include the capacity to absorb the project's capital cost within current budget levels or forecasted revenue growth; financing that is underway or anticipated (bond or loan); known state or federal funding (appropriation or grant); special assessment; or dedicated cash reserves for future expenditure.

All answers should be based on local fiscal years (LFY, beginning October 1 and running through September 30). Please use nominal dollars for each year, but include any expected cost increases for inflation or population growth. Please check the EDR website for optional growth rate schedules that may be helpful.

**If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.**

**Part 5.1 Routine Operation and Maintenance**

Please complete the table below, indicating the cost of operation and maintenance activities for the current year and subsequent five-year increments throughout the 20-year horizon. Your response to this part should exclude future initiatives associated with resiliency or major expenses associated with the replacement of aging infrastructure; these activities are addressed in subparts 5.4 and 6.0. However, do include non-structural programs like public outreach and education in this category.

If specific cost data is not yet available for the current year, the most recent (2020-21) O&M value can be input into the optional growth rate schedules (available on EDR's website as an Excel workbook). The most recent O&M value can be grown using the provided options for inflation, population growth, or some other metric of your choosing. If the growth in your projected total O&M costs is more than 15% over any five-year increment, please provide a brief explanation of the major drivers.

Routine Operation and Maintenance	Expenditures (in \$thousands)				
	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Operation and Maintenance Costs	29,485	147,425	168,802	193,278	221,303
Brief description of growth greater than 15% over any 5-year period:					
Anticipated growth in routine O&M spending is 14.5% per 5-year increment, based on inflation and aging facilities.					

## Part 5.2 Future Expansion (Committed Funding Source)

Please list expansion projects and their associated costs for the current year and subsequent five-year increments throughout the 20-year planning horizon. In this section, include stormwater system expansion projects or portions of projects with a committed funding source. If you include a portion of a project that is not fully funded, the project's remaining cost must be included in part 5.3, Expansion Projects with No Identified Funding Source.

Though many, if not most, stormwater projects benefit both flood protection and water quality, please use your best judgment to either allocate costs or simply select the primary purpose from the two categories below.

**5.2.1 Flood Protection (Committed Funding Source):** Provide a list of all scheduled new work, retrofitting and upgrades related to flood protection/flood abatement. Include infrastructure such as storage basins, piping and other conveyances, land purchases for stormwater projects, *etc.* Also include major hardware purchases such as vactor/jet trucks.

**5.2.2 Water Quality Projects (Committed Funding Source):** Please provide a list of scheduled water quality projects in your jurisdiction, such as treatment basins, alum injection systems, green infrastructure, water quality retrofits, *etc.*, that have a direct stormwater component. The projected expenditures should reflect only those costs.

- If you are party to an adopted BMAP, please include the capital projects associated with stormwater in this table. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred. For reference, DEP publishes a complete list of adopted BMAP projects as an appendix in their Annual STAR Report.

### Expansion Projects with a Committed Funding Source

#### 5.2.1 Flood Protection

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

#### 5.2.2 Water Quality

Expenditures (in \$thousands)

Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					



**Part 5.3 Future Expansion with No Identified Funding Source**

Please provide a list of known expansion projects or anticipated need(s) without formal funding commitments(s), formal pledges, or obligations. If you included a portion of a project that was partially covered by a committed source in part 5.2 above, list the projects and their remaining costs below.

**5.3.1 Future Flood Protection with No Identified Funding Source:** Please provide a list of future flood protection/flood abatement projects, associated land purchases, or major hardware purchases that are needed in your jurisdiction over the next 20 years. Future needs may be based on Master Plans, Comprehensive Plan Elements, Water Control Plans, areas of frequent flooding, hydrologic and hydraulic modeling, public safety, increased frequency of maintenance, desired level of service, flooding complaints, *etc.*

**5.3.2 Future Water Quality Projects with no Identified Funding Source:** Please provide a list of future stormwater projects needed in your jurisdiction over the next 20 years that are primarily related to water quality issues. Future needs may be based on proximity to impaired waters or waters with total maximum daily loads (TMDLs), BMAPs, state adopted Restoration Plans, Alternative Restoration Plans, or other local water quality needs.

- If you are party to an adopted BMAP, please list capital projects associated with stormwater. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred.
- List other future water quality projects, including those in support of local water quality goals as well as those identified in proposed (but not yet adopted) BMAPs.

**Expansion Projects with No Identified Funding Source****5.3.1 Flood Protection**

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

**5.3.2 Water Quality**

Expenditures (in \$thousands)

Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

Please indicate which resources or documents you used to complete table 5.3 (check all that apply).

<input type="checkbox"/>	Stormwater Master Plan
<input type="checkbox"/>	Basin Studies or Engineering Reports
<input type="checkbox"/>	Adopted BMAP
<input type="checkbox"/>	Adopted Total Maximum Daily Load
<input type="checkbox"/>	Regional or Basin-specific Water Quality Improvement Plan or Restoration Plan
	Specify:
<input type="checkbox"/>	Other(s):

**Part 5.4 Stormwater projects that are part of resiliency initiatives related to climate change**

Please list any stormwater infrastructure relocation or modification projects and new capital investments specifically needed due to sea level rise, increased flood events, or other adverse effects of climate change. When aggregating, include O&M costs for these future resiliency projects and investments in this table (not in part 5.1). If your jurisdiction participates in a Local Mitigation Strategy (LMS), also include the expenditures associated with your stormwater management system in this category (for example, costs identified on an LMS project list).

Resiliency Projects with a Committed Funding Source		Expenditures (in \$thousands)			
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

  

Resiliency Projects with No Identified Funding Source		Expenditures (in \$thousands)			
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

- Has a vulnerability assessment been completed for your jurisdiction's storm water system?
- If no, how many facilities have been assessed?
- Does your jurisdiction have a long-range resiliency plan of 20 years or more?
- If yes, please provide a link if available:
- If no, is a planning effort currently underway?

**Part 6.0 The estimated remaining useful life of each facility or its major components (Section 403.9302(3)(e), F.S.)**

Rather than reporting the exact number of useful years remaining for individual components, this section is constructed to focus on infrastructure components that are targeted for replacement and will be major expenses within the 20-year time horizon. Major replacements include culverts and pipe networks, control structures, pump stations, physical/biological filter media, *etc* . Further, the costs of retrofitting when used in lieu of replacement (such as slip lining) should be included in this part. Finally, for the purposes of this document, it is assumed that open storage and conveyance systems are maintained (as opposed to replaced) and have an unlimited service life.

In order to distinguish between routine maintenance projects and the replacement projects to be included in this part, only major expenses are included here. A major expense is defined as any single replacement project greater than 5% of the jurisdiction's total O&M expenditures over the most recent five-year period (such as a project in late 2021 costing more than 5% of the O&M expenditures for fiscal years 2016-2017 to 2020-2021).

**If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.**

**End of Useful Life Replacement Projects with a Committed Funding Source**

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

**End of Useful Life Replacement Projects with No Identified Funding Source**

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

**Part 7.0 The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components. (Section 403.9302(3)(f), F.S.)**

This part of the template also addresses a portion of s. 403.9302(3)(g), F.S., by including historical expenditures. Many local governments refer to these as “actual” expenditures.

Consistent with expenditure projections, the jurisdiction’s actual expenditures are categorized into routine O&M, expansion, resiliency projects, and replacement of aging infrastructure. Additionally, the table includes space for reserve accounts. EDR’s interpretation of subparagraph 403.9302(3)(f), F.S., is that “capital account” refers to any reserve account developed specifically to cover future expenditures.

- Note that for this table:
- Expenditures for local fiscal year 2020-21 can be estimated based on the most current information if final data is not yet available.
  - Current Year Revenues include tax and fee collections budgeted for that fiscal year as well as unexpended balances from the prior year (balance forward or carry-over) unless they are earmarked for the rainy day or a dedicated reserve as explained in the following bullets.
  - Bond proceeds should reflect only the amount expended in the given year.
  - A reserve is a dedicated account to accumulate funds for a specific future expenditure.
  - An all-purpose rainy day fund is a type of working capital fund typically used to address costs associated with emergencies or unplanned events.

The sum of the values reported in the "Funding Sources for Actual Expenditures" columns should equal the total "Actual Expenditures" amount. The cells in the "Funding Sources for Actual Expenditures" section will be highlighted red if their sum does not equal the "Actual Expenditures" total.

If you do not have a formal reserve dedicated to your stormwater system, please enter zero for the final two reserve columns.

**Routine O&M**

	Total	Funding Sources for Actual Expenditures					
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund	Contributions to Reserve Account	Balance of Reserve Account
2016-17	0	0					
2017-18	0	0					
2018-19	24,990	24,990					
2019-20	14,478	14,478					
2020-21	29,485	29,485					

**Expansion**

	Total	Funding Sources for Actual Expenditures					
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund	Contributions to Reserve Account	Balance of Reserve Account
2016-17	0						
2017-18	0						
2018-19	0						
2019-20	0						
2020-21	0						

**Resiliency**

	Total	Funding Sources for Actual Expenditures					
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund	Contributions to Reserve Account	Balance of Reserve Account
2016-17	0						
2017-18	0						
2018-19	0						
2019-20	0						
2020-21	0						

**Replacement of Aging Infrastructure**

	Total	Funding Sources for Actual Expenditures					
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund	Contributions to Reserve Account	Balance of Reserve Account
2016-17	0						
2017-18	0						
2018-19	0						
2019-20	0						
2020-21	0						

**Part 8.0 The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap (Section 403.9302(3)(g), F.S.)**

In this template, the historical data deemed necessary to comply with s. 403.9302(3)(g), F.S., was included in part 7.0. This part is forward looking and includes a funding gap calculation. The first two tables will be auto-filled from the data you reported in prior tables. To do this, EDR will rely on this template's working definition of projects with committed funding sources, *i.e.*, EDR assumes that all committed projects have committed revenues. Those projects with no identified funding source are considered to be unfunded. EDR has automated the calculation of projected funding gaps based on these assumptions.

<b>Committed Funding Source</b>	<b>2022-23 to 2026-27</b>	<b>2027-28 to 2031-32</b>	<b>2032-33 to 2036-37</b>	<b>2037-38 to 2041-42</b>
Maintenance	147,425	168,802	193,278	221,303
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
<b>Total Committed Revenues (=Total Committed Projects)</b>	<b>147,425</b>	<b>168,802</b>	<b>193,278</b>	<b>221,303</b>

<b>No Identified Funding Source</b>	<b>2022-23 to 2026-27</b>	<b>2027-28 to 2031-32</b>	<b>2032-33 to 2036-37</b>	<b>2037-38 to 2041-42</b>
Maintenance	0	0	0	0
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
<b>Projected Funding Gap (=Total Non-Committed Needs)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

For any specific strategies that will close or lessen a projected funding gap, please list them in the table below. For each strategy, also include the expected new revenue within the five-year increments.

<b>Strategies for New Funding Sources</b>	<b>2022-23 to 2026-27</b>	<b>2027-28 to 2031-32</b>	<b>2032-33 to 2036-37</b>	<b>2037-38 to 2041-42</b>
N/A				
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Remaining Unfunded Needs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Additional Table Rows

Choose from the drop-down lists for Project Type and Funding Source Type, then fill in the project name and expenditure estimates.

Rows that are highlighted RED are either missing information in a "Project & Type Information" column or have zero expenditures.

[Link to aggregated table to crosscheck category totals and uncategorized projects.](#)

[illegible]

Project & Type Information			Expenditures (in \$thousands)				
Project Type (Choose from dropdown list)	Funding Source Type (Choose from dropdown list)	Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

Project & Type Information			Expenditures				
Project Type	Funding Source Type		LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Expansion Projects, Flood Protection	Committed Funding Source	Aggregated Total	0	0	0	0	0
Expansion Projects, Water Quality	Committed Funding Source	Aggregated Total	0	0	0	0	0
Resiliency Projects	Committed Funding Source	Aggregated Total	0	0	0	0	0
End of Useful Life Replacement Projects	Committed Funding Source	Aggregated Total	0	0	0	0	0
Expansion Projects, Flood Protection	No Identified Funding Source	Aggregated Total	0	0	0	0	0
Expansion Projects, Water Quality	No Identified Funding Source	Aggregated Total	0	0	0	0	0
Resiliency Projects	No Identified Funding Source	Aggregated Total	0	0	0	0	0
End of Useful Life Replacement Projects	No Identified Funding Source	Aggregated Total	0	0	0	0	0

<b>Total of Projects without Project Type and/or Funding Source Type</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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# SECTION C

*Item will be  
provided under  
separate cover.*

# SECTION 1

*Item will be  
provided under  
separate cover.*

# SECTION D

# SECTION 1

# Towne Park

## Community Development District

### Summary of Operating Checks

April 6, 2022 to July 4, 2022

Bank	Date	Check No.'s	Amount
General Fund	4/20/22	324-329	\$ 34,477.78
	4/22/22	330-336	\$ 234,182.68
	5/6/22	337-341	\$ 28,401.53
	5/16/22	342-349	\$ 124,216.91
	5/26/22	350-352	\$ 2,240.51
	6/9/22	353-356	\$ 6,462.89
	6/24/22	357-363	\$ 32,732.84
			\$ 462,715.14
			<b>\$ 462,715.14</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
4/20/22	00083	4/01/22 11624	202204 330-53800-48000		*	2,750.00	
			MTHLY POOL SERVICE-APR 22				
				ARINTON			2,750.00 000324
4/20/22	00077	2/03/22 10996	202202 330-57200-49000		*	919.16	
			SUPPLY SOAP/TOISSUE/LINERS				
		2/07/22 10994	202202 330-57200-49000		*	262.84	
			SUPPLY 4 SOAP DISPENSERS				
		3/20/22 78451	202204 330-53800-47000		*	855.00	
			MONTHLY CLEANING - APRIL				
		3/20/22 78451	202204 330-53800-47000		*	375.00	
			DOGGIE STATION CLEANING				
				E&A CLEANING CO			2,412.00 000325
4/20/22	00040	4/01/22 79	202204 310-51300-34000		*	3,004.17	
			MANAGEMENT FEES - APR 22				
		4/01/22 79	202204 310-51300-35200		*	100.00	
			WEBSITE MANAGEMENT-APR 22				
		4/01/22 79	202204 310-51300-35100		*	150.00	
			INFORMATION TECH - APR 22				
		4/01/22 79	202204 310-51300-31300		*	833.33	
			DISSEMINATION SVCS-APR 22				
		4/01/22 79	202204 330-57200-11000		*	416.67	
			AMENITY ACCESS - APR 22				
		4/01/22 79	202204 310-51300-51000		*	1.02	
			OFFICE SUPPLIES				
		4/01/22 79	202204 310-51300-42000		*	18.02	
			POSTAGE				
		4/01/22 79	202204 310-51300-42500		*	.30	
			COPIES				
		4/01/22 80	202204 320-53800-12000		*	1,250.00	
			FIELD MANAGEMENT - APR 22				
				GOVERNMENTAL MANAGEMENT SERVICES-CF			5,773.51 000326
4/20/22	00082	3/18/22 5642	202203 320-53800-47300		*	536.27	
			IRRIGATION REPAIRS-MAR 22				
		4/04/22 5711	202204 320-53800-46200		*	19,350.00	
			INSTALL PINEBARK MULCH				
				PRINCE & SONS INC.			19,886.27 000327
4/20/22	00071	2/11/22 15572	202202 330-53800-47500		*	975.00	
			REPLACE 15 BROKEN TILES				
				RESORT POOL SERVICES DBA			975.00 000328
4/20/22	00024	4/01/22 647714	202204 320-53800-46400		*	2,681.00	
			MNTHLY WATER MGMT SERVICE				
				THE LAKE DOCTORS			2,681.00 000329
				TWPK TOWNE PARK CDD CWRIGHT			









CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
6/09/22	00085	5/18/22 101983	202205 330-53800-47500	REP. ACCESS CTRL ON DOOR	*	347.50	
			CURRENT DEMANDS				347.50 000355
6/09/22	00077	5/07/22 78570	202205 330-53800-47000	CLEAN UP RENTAL-AMENITY	*	450.00	
		5/14/22 78577	202205 330-53800-47000	CLEAN UP AMENITY SPACE	*	750.00	
		5/20/22 78593	202206 330-53800-47000	MTHLY CLEANING - JUNE	*	855.00	
		5/20/22 78593	202206 330-53800-47000	CLEAN DOGGIE STATION	*	375.00	
		5/24/22 78630	202205 330-53800-47000	MTHLY CLEANING BEG. 5/28	*	370.00	
		5/24/22 78630	202205 330-53800-47000	MTHLY CLEANING 5/28/22	*	85.39	
			E&A CLEANING CO				2,885.39 000356
6/24/22	00083	6/01/22 11782	202206 330-53800-48000	ADD. 4TH DAY CLEANING	*	250.00	
			ARINTON				250.00 000357
6/24/22	00040	6/01/22 86	202206 310-51300-34000	MANAGEMENT FEES JUN 22	*	3,004.17	
		6/01/22 86	202206 310-51300-35200	WEBSITE ADMIN JUN 22	*	100.00	
		6/01/22 86	202206 310-51300-35100	INFO TECHNOLOGY JUN 22	*	150.00	
		6/01/22 86	202206 310-51300-31300	DISSEMINATION JUN 22	*	833.33	
		6/01/22 86	202206 330-57200-11000	AMENITY ACCESS JUN 22	*	416.67	
		6/01/22 86	202206 310-51300-51000	OFFICE SUPPLIES	*	1.89	
		6/01/22 86	202206 310-51300-42000	POSTAGE	*	33.39	
			GOVERNMENTAL MANAGEMENT SERVICES-CF				4,539.45 000358
6/24/22	00068	6/08/22 2774	202205 310-51300-31500	GENERAL COUNSEL - MAY 22	*	114.00	
			KE LAW GROUP, PLLC				114.00 000359
6/24/22	00082	6/01/22 6154	202206 320-53800-46200	LANDSCAPE MAINT - JUN 22	*	19,053.33	
		6/06/22 6201	202206 320-53800-47300	IRR REPAIRS-REPL ROTORS	*	259.16	
			PRINCE & SONS INC.				19,312.49 000360
			TWPK TOWNE PARK CDD CWRIGHT				

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
6/24/22	00060	2/28/22 20240842	202202 330-53800-34500	40% BAL-SECURITY CAMERA	*	2,392.40	
		3/11/22 20241937	202203 330-53800-34500	40% BAL-REPL DOOR CONTROL	*	484.00	
				SOUTHEAST WIRING SOLUTIONS INC			2,876.40 000361
6/24/22	00024	5/01/22 654252	202205 320-53800-46400	MTHLY WATER MGT SVC-MAY22	*	2,681.00	
		6/01/22 660996	202206 320-53800-46400	MTHLY WATER MGT SVC-JUN22	*	2,681.00	
				THE LAKE DOCTORS			5,362.00 000362
6/24/22	00064	6/20/22 06202022	202206 300-15500-10000	EQUIPMENT LEASE - JUL 22	*	278.50	
				WHFS, LLC			278.50 000363
TOTAL FOR BANK A						462,715.14	
TOTAL FOR REGISTER						462,715.14	

TWPK TOWNE PARK CDD CWRIGHT

## SECTION 2

***Towne Park***  
***Community Development District***

***Unaudited Financial Reporting***  
***May 31, 2022***



# Table of Contents

1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
4	<u>Series 2016 - 2A Debt Service Fund</u>
5	<u>Series 2018 - 2B Debt Service Fund</u>
6	<u>Series 2018 - 3A Debt Service Fund</u>
7	<u>Series 2019 - 3B Debt Service Fund</u>
8	<u>Series 2019 - 3C Debt Service Fund</u>
9	<u>Series 2020 - 3D Debt Service Fund</u>
10	<u>Combined Capital Projects Funds</u>
11-12	<u>Month to Month</u>
13	<u>Assessment Receipt Schedule</u>



**Towne Park**  
**Community Development District**  
**Combined Balance Sheet**  
**May 31, 2022**

	General Fund	Debt Service Fund	Capital Projects Fund	Totals Governmental Funds
<b>Assets:</b>				
<b>Cash:</b>				
Operating Account	\$ 603,439	\$ -	\$ -	\$ 603,439
Capital Projects Account	\$ -	\$ -	\$ 975	\$ 975
<b>Investments:</b>				
<b>Series 2016 - 2A</b>				
Reserve	\$ -	\$ 111,450	\$ -	\$ 111,450
Revenue	\$ -	\$ 82,133	\$ -	\$ 82,133
Prepayment	\$ -	\$ 338	\$ -	\$ 338
Construction	\$ -	\$ -	\$ 0	\$ 0
<b>Series 2018 - 2B</b>				
Reserve	\$ -	\$ 60,538	\$ -	\$ 60,538
Revenue	\$ -	\$ 68,169	\$ -	\$ 68,169
Prepayment	\$ -	\$ 138	\$ -	\$ 138
Construction	\$ -	\$ -	\$ 69	\$ 69
<b>Series 2018 - 3A</b>				
Reserve	\$ -	\$ 256,678	\$ -	\$ 256,678
Revenue	\$ -	\$ 218,296	\$ -	\$ 218,296
Prepayment	\$ -	\$ 138	\$ -	\$ 138
<b>Series 2019 - 3B</b>				
Reserve	\$ -	\$ 167,922	\$ -	\$ 167,922
Revenue	\$ -	\$ 136,142	\$ -	\$ 136,142
Construction	\$ -	\$ -	\$ 145,102	\$ 145,102
<b>Series 2019 - 3C</b>				
Reserve	\$ -	\$ 112,803	\$ -	\$ 112,803
Revenue	\$ -	\$ 74,282	\$ -	\$ 74,282
Prepayment	\$ -	\$ 3,156	\$ -	\$ 3,156
<b>Series 2020 - 3D</b>				
Reserve	\$ -	\$ 200,003	\$ -	\$ 200,003
Revenue	\$ -	\$ 117,995	\$ -	\$ 117,995
Construction	\$ -	\$ -	\$ 2	\$ 2
Deposits	\$ 4,500	\$ -	\$ -	\$ 4,500
Due from General Fund	\$ -	\$ 53,907	\$ 25	\$ 53,932
Prepaid Expenses	\$ 2,020	\$ -	\$ -	\$ 2,020
<b>Total Assets</b>	<b>\$ 609,959</b>	<b>\$ 1,664,087</b>	<b>\$ 146,173</b>	<b>\$ 2,420,219</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 8,862	\$ -	\$ -	\$ 8,862
Due to Capital Projects	\$ 25	\$ -	\$ -	\$ 25
Due to Debt Service	\$ 53,907	\$ -	\$ -	\$ 53,907
<b>Total Liabilities</b>	<b>\$ 62,794</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,794</b>
<b>Fund Balance:</b>				
<b>Nonspendable:</b>				
Prepaid Items	\$ 2,020	\$ -	\$ -	\$ 2,020
<b>Restricted for:</b>				
Debt Service - Series 2016 - 2A	\$ -	\$ 197,405	\$ -	\$ 197,405
Debt Service - Series 2018 - 2B	\$ -	\$ 132,908	\$ -	\$ 132,908
Debt Service - Series 2018 - 3A	\$ -	\$ 491,487	\$ -	\$ 491,487
Debt Service - Series 2019 - 3B	\$ -	\$ 314,539	\$ -	\$ 314,539
Debt Service - Series 2019 - 3C	\$ -	\$ 197,275	\$ -	\$ 197,275
Debt Service - Series 2020 - 3D	\$ -	\$ 330,472	\$ -	\$ 330,472
Capital Projects	\$ -	\$ -	\$ 146,173	\$ 146,173
<b>Assigned for:</b>				
Capital Reserves	\$ -	\$ -	\$ -	\$ -
Unassigned	\$ 545,145	\$ -	\$ -	\$ 545,145
<b>Total Fund Balances</b>	<b>\$ 547,165</b>	<b>\$ 1,664,087</b>	<b>\$ 146,173</b>	<b>\$ 2,357,425</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 609,959</b>	<b>\$ 1,664,087</b>	<b>\$ 146,173</b>	<b>\$ 2,420,219</b>

**Towne Park**  
**Community Development District**

**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2022**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/22	Thru 05/31/22	Variance
<b><u>Revenues:</u></b>				
Assessments - Tax Roll	\$ 860,473	\$ 860,473	\$ 861,996	\$ 1,523
Other Income	\$ 2,400	\$ 1,600	\$ 2,620	\$ 1,020
<b>Total Revenues</b>	<b>\$ 862,873</b>	<b>\$ 862,073</b>	<b>\$ 864,616</b>	<b>\$ 2,543</b>
<b><u>Expenditures:</u></b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 12,000	\$ 8,000	\$ 3,200	\$ 4,800
Engineering Fees	\$ 10,000	\$ 6,667	\$ 4,577	\$ 2,089
Attorney	\$ 50,000	\$ 33,333	\$ 9,995	\$ 23,338
Annual Audit	\$ 7,500	\$ -	\$ -	\$ -
Assessment Roll Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Reamortization Schedules	\$ 625	\$ 550	\$ 550	\$ -
Arbitrage	\$ 2,700	\$ -	\$ -	\$ -
Dissemination	\$ 10,000	\$ 6,667	\$ 6,667	\$ -
Trustee Fees	\$ 23,867	\$ 19,608	\$ 19,608	\$ -
Management Fees	\$ 36,050	\$ 24,033	\$ 24,033	\$ (0)
Information Technology	\$ 1,800	\$ 1,200	\$ 1,200	\$ -
Website Maintenance	\$ 2,400	\$ 1,600	\$ 800	\$ 800
Telephone	\$ 200	\$ 133	\$ -	\$ 133
Postage & Delivery	\$ 500	\$ 500	\$ 840	\$ (340)
Insurance	\$ 6,300	\$ 5,907	\$ 5,907	\$ -
Printing & Binding	\$ 1,000	\$ 667	\$ 174	\$ 492
Legal Advertising	\$ 7,000	\$ 4,667	\$ 886	\$ 3,781
Other Current Charges	\$ 5,000	\$ 3,333	\$ 370	\$ 2,963
Office Supplies	\$ 200	\$ 133	\$ 44	\$ 89
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Total General &amp; Administrative</b>	<b>\$ 182,317</b>	<b>\$ 122,173</b>	<b>\$ 84,027</b>	<b>\$ 38,146</b>

**Towne Park**  
**Community Development District**

**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2022**

	Adopted Budget	Prorated Budget Thru 05/31/22	Actual Thru 05/31/22	Variance
<b><u>Operations &amp; Maintenance</u></b>				
<b>Field Expenditures</b>				
Property Insurance	\$ 30,000	\$ 30,000	\$ 16,810	\$ 13,190
Field Management	\$ 15,000	\$ 10,000	\$ 10,000	\$ -
Landscape Maintenance	\$ 265,000	\$ 176,667	\$ 180,002	\$ (3,336)
Landscape Enhancements/Replacement	\$ 35,000	\$ 23,333	\$ 1,725	\$ 21,608
Pond Maintenance	\$ 32,000	\$ 21,333	\$ 21,448	\$ (115)
Electric	\$ 5,400	\$ 3,600	\$ 3,342	\$ 258
Streetlighting	\$ 20,000	\$ 13,333	\$ -	\$ 13,333
Water & Sewer	\$ 2,500	\$ 1,667	\$ 1,447	\$ 220
Irrigation Repairs	\$ 10,000	\$ 6,667	\$ 9,165	\$ (2,498)
General Repairs & Maintenance	\$ 15,000	\$ 10,000	\$ 1,595	\$ 8,405
Contingency	\$ 10,000	\$ 6,667	\$ 5,824	\$ 842
<b>Subtotal Field Expenditures</b>	<b>\$ 439,900</b>	<b>\$ 303,267</b>	<b>\$ 251,358</b>	<b>\$ 51,909</b>
<b>Amenity Expenditures</b>				
Electric	\$ 21,000	\$ 14,000	\$ 9,091	\$ 4,909
Water	\$ 7,500	\$ 5,000	\$ 5,386	\$ (386)
Internet & Phone	\$ 2,600	\$ 1,733	\$ 1,376	\$ 357
Playground & Equipment Lease	\$ 23,593	\$ 15,729	\$ 15,729	\$ 0
Pool Service Contract	\$ 33,600	\$ 22,400	\$ 22,560	\$ (160)
Janitorial Services	\$ 19,560	\$ 13,040	\$ 11,161	\$ 1,879
Security Services	\$ 30,000	\$ 20,000	\$ 12,915	\$ 7,085
Pest Control	\$ 4,500	\$ 3,000	\$ 375	\$ 2,625
Amenity Access Management	\$ 5,000	\$ 3,333	\$ 3,333	\$ (0)
Amenity Repair & Maintenance	\$ 15,000	\$ 10,000	\$ 4,985	\$ 5,015
Contingency	\$ 10,000	\$ 6,667	\$ 3,985	\$ 2,682
<b>Subtotal Amenity Expenditures</b>	<b>\$ 172,353</b>	<b>\$ 114,902</b>	<b>\$ 90,895</b>	<b>\$ 24,007</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 612,253</b>	<b>\$ 418,169</b>	<b>\$ 342,253</b>	<b>\$ 75,915</b>
<b>Total Expenditures</b>	<b>\$ 794,570</b>	<b>\$ 540,342</b>	<b>\$ 426,281</b>	<b>\$ 114,061</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 68,303</b>		<b>\$ 438,335</b>	
<b><u>Other Financing Sources/(Uses):</u></b>				
Transfer In/(Out) - Capital Reserve	\$ (68,303)	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (68,303)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ 438,335</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 108,831</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 547,165</b>	

**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2016 - 2A**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2022**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/22	Thru 05/31/22	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 111,715	\$ 111,715	\$ 111,912	\$ 197
Interest	\$ -	\$ -	\$ 6	\$ 6
<b>Total Revenues</b>	<b>\$ 111,715</b>	<b>\$ 111,715</b>	<b>\$ 111,918</b>	<b>\$ 203</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 41,144	\$ 41,144	\$ 41,144	\$ -
Principal - 11/1	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Special Call - 11/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Interest - 5/1	\$ 40,519	\$ 40,519	\$ 40,375	\$ 144
<b>Total Expenditures</b>	<b>\$ 106,663</b>	<b>\$ 106,663</b>	<b>\$ 111,519</b>	<b>\$ (4,856)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 5,053</b>		<b>\$ 399</b>	<b>\$ 5,059</b>
<b>Fund Balance - Beginning</b>	<b>\$ 84,530</b>		<b>\$ 197,006</b>	
<b>Fund Balance - Ending</b>	<b>\$ 89,582</b>		<b>\$ 197,405</b>	

**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2018 - 2B**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2022**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/22	Thru 05/31/22	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 130,304	\$ 130,304	\$ 130,533	\$ 230
Interest	\$ -	\$ -	\$ 5	\$ 5
<b>Total Revenues</b>	<b>\$ 130,304</b>	<b>\$ 130,304</b>	<b>\$ 130,539</b>	<b>\$ 235</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 46,022	\$ 46,022	\$ 46,022	\$ -
Special Call - 11/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Principal - 5/1	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Interest - 5/1	\$ 46,022	\$ 46,022	\$ 45,884	\$ 138
<b>Total Expenditures</b>	<b>\$ 117,044</b>	<b>\$ 117,044</b>	<b>\$ 121,906</b>	<b>\$ (4,862)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 13,260</b>		<b>\$ 8,633</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 61,580</b>		<b>\$ 124,276</b>	
<b>Fund Balance - Ending</b>	<b>\$ 74,839</b>		<b>\$ 132,908</b>	

**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2018 - 3A**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2022**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/22	Thru 05/31/22	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 525,011	\$ 525,011	\$ 525,937	\$ 926
Interest	\$ -	\$ -	\$ 21	\$ 21
<b>Total Revenues</b>	<b>\$ 525,011</b>	<b>\$ 525,011</b>	<b>\$ 525,958</b>	<b>\$ 947</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 197,000	\$ 197,000	\$ 197,000	\$ -
Special Call - 11/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Principal - 5/1	\$ 120,000	\$ 120,000	\$ 120,000	\$ -
Interest - 5/1	\$ 197,000	\$ 197,000	\$ 196,863	\$ 138
<b>Total Expenditures</b>	<b>\$ 514,000</b>	<b>\$ 514,000</b>	<b>\$ 518,863</b>	<b>\$ (4,863)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 11,011</b>		<b>\$ 7,096</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 220,388</b>		<b>\$ 484,391</b>	
<b>Fund Balance - Ending</b>	<b>\$ 231,400</b>		<b>\$ 491,487</b>	

**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2019 - 3B**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2022**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/22	Thru 05/31/22	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 335,844	\$ 335,844	\$ 336,436	\$ 592
Interest	\$ -	\$ -	\$ 14	\$ 14
<b>Total Revenues</b>	<b>\$ 335,844</b>	<b>\$ 335,844</b>	<b>\$ 336,450</b>	<b>\$ 606</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 118,282	\$ 118,822	\$ 118,822	\$ -
Principal - 5/1	\$ 95,000	\$ 95,000	\$ 95,000	\$ -
Interest - 5/1	\$ 118,822	\$ 118,822	\$ 118,822	\$ -
<b>Total Expenditures</b>	<b>\$ 332,104</b>	<b>\$ 332,644</b>	<b>\$ 332,644</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 3,740</b>		<b>\$ 3,806</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 140,744</b>		<b>\$ 310,733</b>	
<b>Fund Balance - Ending</b>	<b>\$ 144,484</b>		<b>\$ 314,539</b>	

**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2019 - 3C**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2022**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/22	Thru 05/31/22	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 228,506	\$ 225,922	\$ 225,922	\$ -
Interest	\$ -	\$ -	\$ 9	\$ 9
<b>Total Revenues</b>	<b>\$ 228,506</b>	<b>\$ 225,922</b>	<b>\$ 225,932</b>	<b>\$ 9</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 80,616	\$ 80,616	\$ 80,616	\$ -
Special Call - 11/1	\$ -	\$ -	\$ 45,000	\$ (45,000)
Principal - 5/1	\$ 65,000	\$ 65,000	\$ 65,000	\$ -
Interest - 5/1	\$ 80,616	\$ 80,616	\$ 79,616	\$ 1,001
<b>Total Expenditures</b>	<b>\$ 226,233</b>	<b>\$ 226,233</b>	<b>\$ 270,232</b>	<b>\$ (43,999)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 2,274</b>		<b>\$ (44,300)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 115,247</b>		<b>\$ 241,576</b>	
<b>Fund Balance - Ending</b>	<b>\$ 117,521</b>		<b>\$ 197,275</b>	



**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2020 - 3D**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2022**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/22	Thru 05/31/22	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 399,907	\$ 399,907	\$ 400,631	\$ 723
Interest	\$ -	\$ -	\$ 15	\$ 15
<b>Total Revenues</b>	<b>\$ 399,907</b>	<b>\$ 399,907</b>	<b>\$ 400,646</b>	<b>\$ 739</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 130,172	\$ 130,172	\$ 130,172	\$ -
Principal - 5/1	\$ 140,000	\$ 140,000	\$ 140,000	\$ -
Interest - 5/1	\$ 130,172	\$ 130,172	\$ 130,172	\$ -
<b>Total Expenditures</b>	<b>\$ 400,344</b>	<b>\$ 400,344</b>	<b>\$ 400,344</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (436)</b>		<b>\$ 302</b>	
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ (9)	\$ (9)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9)</b>	<b>\$ (9)</b>
<b>Net Change in Fund Balance</b>	<b>\$ (436)</b>		<b>\$ 294</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 130,174</b>		<b>\$ 330,178</b>	
<b>Fund Balance - Ending</b>	<b>\$ 129,738</b>		<b>\$ 330,472</b>	

**Towne Park**  
**Community Development District**  
**Capital Projects Funds**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2022**

	Series	Series	Series	Series	Series	
	2016 - 2A	2018 - 2B	2019 - 3B	2019 - 3C	2020 - 3D	Total
<b><u>Revenues</u></b>						
Developer Contributions	\$ -	\$ -	\$ -	\$ 12,160	\$ 6,828	\$ 18,989
Interest	\$ -	\$ -	\$ 7	\$ 0	\$ 0	\$ 7
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7</b>	<b>\$ 12,160</b>	<b>\$ 6,829</b>	<b>\$ 18,996</b>
<b><u>Expenditures:</u></b>						
Capital Outlay	\$ -	\$ -	\$ 8,500	\$ 13,660	\$ 6,836	\$ 28,996
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,500</b>	<b>\$ 13,660</b>	<b>\$ 6,836</b>	<b>\$ 28,996</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (8,493)</b>	<b>\$ (1,500)</b>	<b>\$ (7)</b>	<b>\$ (10,000)</b>
<b><u>Other Financing Sources/(Uses)</u></b>						
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ 9	\$ 9
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9</b>	<b>\$ 9</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (8,493)</b>	<b>\$ (1,500)</b>	<b>\$ 2</b>	<b>\$ (9,991)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 0</b>	<b>\$ 69</b>	<b>\$ 153,595</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 156,164</b>
<b>Fund Balance - Ending</b>	<b>\$ 0</b>	<b>\$ 69</b>	<b>\$ 145,102</b>	<b>\$ 1,000</b>	<b>\$ 2</b>	<b>\$ 146,173</b>

**Towne Park**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Assessments - Tax Roll	\$ -	\$ 9,711	\$ 532,423	\$ 130,197	\$ 115,662	\$ 14,472	\$ 32,692	\$ 26,839	\$ -	\$ -	\$ -	\$ -	\$ 861,996
Other Income	\$ 500	\$ 450	\$ (150)	\$ 110	\$ 450	\$ 230	\$ 430	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 2,620
<b>Total Revenues</b>	<b>\$ 500</b>	<b>\$ 10,161</b>	<b>\$ 532,273</b>	<b>\$ 130,307</b>	<b>\$ 116,112</b>	<b>\$ 14,702</b>	<b>\$ 33,122</b>	<b>\$ 27,439</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 864,616</b>
<b>Expenditures:</b>													
<b><u>General &amp; Administrative:</u></b>													
Supervisor Fees	\$ 600	\$ -	\$ 1,000	\$ -	\$ 800	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200
Engineering Fees	\$ 338	\$ -	\$ 408	\$ 139	\$ 100	\$ 1,183	\$ 1,645	\$ 766	\$ -	\$ -	\$ -	\$ -	\$ 4,577
Attorney	\$ 2,303	\$ -	\$ 2,988	\$ 1,006	\$ 1,394	\$ 789	\$ 1,402	\$ 114	\$ -	\$ -	\$ -	\$ -	\$ 9,995
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Roll Services	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Reamortization Schedules	\$ 550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ -	\$ -	\$ -	\$ -	\$ 6,667
Trustee Fees	\$ 13,256	\$ -	\$ 291	\$ 6,061	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,608
Management Fees	\$ 3,004	\$ 3,004	\$ 3,004	\$ 3,004	\$ 3,004	\$ 3,004	\$ 3,004	\$ 3,004	\$ -	\$ -	\$ -	\$ -	\$ 24,033
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 800
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ 116	\$ 47	\$ 4	\$ 165	\$ 14	\$ 30	\$ 18	\$ 447	\$ -	\$ -	\$ -	\$ -	\$ 840
Insurance	\$ 5,907	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,907
Printing & Binding	\$ 6	\$ 12	\$ -	\$ 6	\$ -	\$ 8	\$ 0	\$ 142	\$ -	\$ -	\$ -	\$ -	\$ 174
Legal Advertising	\$ 666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220	\$ -	\$ -	\$ -	\$ -	\$ 886
Other Current Charges	\$ 98	\$ 37	\$ 38	\$ 41	\$ 46	\$ 32	\$ 39	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ 370
Office Supplies	\$ 4	\$ 3	\$ 0	\$ 3	\$ 1	\$ 4	\$ 1	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ 44
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Total General &amp; Administrative</b>	<b>\$ 33,107</b>	<b>\$ 4,186</b>	<b>\$ 8,816</b>	<b>\$ 11,508</b>	<b>\$ 6,443</b>	<b>\$ 6,133</b>	<b>\$ 7,992</b>	<b>\$ 5,843</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,027</b>

**Towne Park**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><u>Operations &amp; Maintenance</u></b>													
<b>Field Expenditures</b>													
Property Insurance	\$ 19,771	\$ -	\$ -	\$ -	\$ -	\$ -	(2,961)	\$ -	\$ -	\$ -	\$ -	\$ -	16,810
Field Management	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ -	\$ -	\$ -	10,000
Landscape Maintenance	\$ 20,698	\$ 20,698	\$ 20,699	\$ 20,699	\$ 20,698	\$ 19,053	\$ 38,403	\$ 19,053	\$ -	\$ -	\$ -	\$ -	180,002
Landscape Enhancements/Replacement	\$ 1,000	\$ -	\$ -	\$ 725	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,725
Pond Maintenance	\$ 2,681	\$ 2,681	\$ 2,681	\$ 2,681	\$ 2,681	\$ 2,681	\$ 2,681	\$ 2,681	\$ -	\$ -	\$ -	\$ -	21,448
Electric	\$ 499	\$ 590	\$ 359	\$ 405	\$ 358	\$ 514	\$ 456	\$ 160	\$ -	\$ -	\$ -	\$ -	3,342
Streetlighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Water & Sewer	\$ 92	\$ 104	\$ 83	\$ 83	\$ 81	\$ 844	\$ 80	\$ 81	\$ -	\$ -	\$ -	\$ -	1,447
Irrigation Repairs	\$ 1,730	\$ 2,089	\$ 3,581	\$ 1,163	\$ -	\$ 602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9,165
General Repairs & Maintenance	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ 1,195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,595
Contingency	\$ -	\$ 1,693	\$ 428	\$ -	\$ -	\$ 3,702	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,824
<b>Subtotal Field Expenditures</b>	<b>\$ 48,121</b>	<b>\$ 29,106</b>	<b>\$ 29,081</b>	<b>\$ 27,005</b>	<b>\$ 25,068</b>	<b>\$ 29,841</b>	<b>\$ 39,910</b>	<b>\$ 23,226</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>251,358</b>
<b>Amenity Expenditures</b>													
Electric	\$ 814	\$ 2,399	\$ 177	\$ 623	\$ 613	\$ 2,029	\$ 524	\$ 1,912	\$ -	\$ -	\$ -	\$ -	9,091
Water	\$ 208	\$ 497	\$ 2,636	\$ 324	\$ 242	\$ 189	\$ 317	\$ 973	\$ -	\$ -	\$ -	\$ -	5,386
Internet & Phone	\$ 115	\$ 115	\$ 115	\$ 262	\$ 115	\$ 267	\$ 120	\$ 267	\$ -	\$ -	\$ -	\$ -	1,376
Playground & Equipment Lease	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,966	\$ -	\$ -	\$ -	\$ -	15,729
Pool Service Contract	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 3,310	\$ -	\$ -	\$ -	\$ -	22,560
Janitorial Services	\$ 1,188	\$ 939	\$ 1,005	\$ 1,351	\$ 1,230	\$ 1,284	\$ 1,230	\$ 2,934	\$ -	\$ -	\$ -	\$ -	11,161
Security Services	\$ -	\$ 4	\$ 4	\$ -	\$ 5,981	\$ 5,610	\$ 1,317	\$ -	\$ -	\$ -	\$ -	\$ -	12,915
Pest Control	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	375
Amenity Access Management	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ -	\$ -	\$ -	\$ -	3,333
Amenity Repair & Maintenance	\$ -	\$ -	\$ 194	\$ 1,264	\$ 2,829	\$ 350	\$ -	\$ 348	\$ -	\$ -	\$ -	\$ -	4,985
Contingency	\$ -	\$ -	\$ 355	\$ 2,448	\$ 1,182	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,985
<b>Subtotal Amenity Expenditures</b>	<b>\$ 7,533</b>	<b>\$ 9,162</b>	<b>\$ 9,693</b>	<b>\$ 11,479</b>	<b>\$ 17,400</b>	<b>\$ 14,862</b>	<b>\$ 8,641</b>	<b>\$ 12,126</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>90,895</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 55,654</b>	<b>\$ 38,268</b>	<b>\$ 38,774</b>	<b>\$ 38,484</b>	<b>\$ 42,468</b>	<b>\$ 44,703</b>	<b>\$ 48,550</b>	<b>\$ 35,352</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>342,253</b>
<b>Total Expenditures</b>	<b>\$ 88,761</b>	<b>\$ 42,453</b>	<b>\$ 47,590</b>	<b>\$ 49,992</b>	<b>\$ 48,911</b>	<b>\$ 50,836</b>	<b>\$ 56,543</b>	<b>\$ 41,195</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>426,281</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (88,261)</b>	<b>\$ (32,293)</b>	<b>\$ 484,683</b>	<b>\$ 80,315</b>	<b>\$ 67,202</b>	<b>\$ (36,134)</b>	<b>\$ (23,421)</b>	<b>\$ (13,756)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>438,335</b>

**Towne Park**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts**  
**Fiscal Year 2022**

Gross Assessments	\$ 925,245.00	\$ 120,123.23	\$ 140,111.40	\$ 564,528.08	\$ 361,122.13	\$ 242,499.36	\$ 430,027.32	\$ 2,783,656.52
Net Assessments	\$ 860,477.85	\$ 111,714.60	\$ 130,303.60	\$ 525,011.11	\$ 335,843.58	\$ 225,524.40	\$ 399,925.41	\$ 2,588,800.56

**ON ROLL ASSESSMENTS**

							33.24%	4.32%	5.03%	20.28%	12.97%	8.71%	15.45%	100.00%
<i>Date</i>	<i>Distribution</i>	<i>Gross Amount</i>	<i>Discount/Penalty</i>	<i>Commission</i>	<i>Interest</i>	<i>Net Receipts</i>	<i>O&amp;M Portion</i>	<i>2016 2-A Debt Service</i>	<i>Series 2018 2-B Service</i>	<i>Series 2018 3-A Service</i>	<i>Series 2019 3-B Service</i>	<i>Series 2019 3-C Service</i>	<i>Series 2020 3-D Service</i>	<i>Total</i>
11/19/21	ACH	\$15,235.97	(\$609.42)	(\$292.53)	\$0.00	\$14,334.02	\$4,764.41	\$618.56	\$721.49	\$2,906.95	\$1,859.54	\$1,248.71	\$2,214.36	\$14,334.02
11/30/21	ACH	\$15,817.38	(\$632.66)	(\$303.69)	\$0.00	\$14,881.03	\$4,946.22	\$642.16	\$749.02	\$3,017.89	\$1,930.51	\$1,296.37	\$2,298.86	\$14,881.03
12/14/21	ACH	\$134,426.29	(\$5,376.58)	(\$2,580.99)	\$0.00	\$126,468.72	\$42,036.28	\$5,457.51	\$6,365.63	\$25,647.97	\$16,406.71	\$11,017.37	\$19,537.25	\$126,468.72
12/17/21	ACH	\$1,444,843.00	(\$57,791.05)	(\$27,741.04)	\$0.00	\$1,359,310.91	\$451,814.22	\$58,658.39	\$68,418.99	\$275,669.49	\$176,342.61	\$118,416.92	\$209,990.29	\$1,359,310.91
12/27/21	1% Fee Adj	(\$27,836.57)	0	\$0.00	\$0.00	(\$27,836.57)	(\$9,252.47)	(\$1,201.23)	(\$1,401.11)	(\$5,645.28)	(\$3,611.22)	(\$2,424.99)	(\$4,300.27)	(\$27,836.57)
12/31/21	ACH	\$152,498.01	-5677.89	(\$2,936.40)	\$0.00	\$143,883.72	\$47,824.76	\$6,209.02	\$7,242.18	\$29,179.75	\$18,665.95	\$12,534.49	\$22,227.57	\$143,883.72
01/18/22	ACH	\$414,935.05	-15233.86	(\$7,994.02)	\$0.00	\$391,707.17	\$130,197.49	\$16,903.35	\$19,716.03	\$79,438.57	\$50,815.94	\$34,123.73	\$60,512.06	\$391,707.17
02/18/22	ACH	\$368,879.84	-13800.62	(\$7,101.58)	\$0.00	\$347,977.64	\$115,662.46	\$15,016.29	\$17,514.97	\$70,570.18	\$45,142.94	\$30,314.21	\$53,756.59	\$347,977.64
03/16/22	ACH	\$44,876.21	-448.74	(\$888.55)	\$0.00	\$43,538.92	\$14,471.67	\$1,878.84	\$2,191.47	\$8,829.73	\$5,648.28	\$3,792.91	\$6,726.02	\$43,538.92
04/19/22	ACH	\$100,450.56	-87.85	(\$2,007.25)	\$0.00	\$98,355.46	\$32,691.85	\$4,244.33	\$4,950.58	\$19,946.58	\$12,759.60	\$8,568.28	\$15,194.24	\$98,355.46
05/17/22	ACH	\$82,393.51	\$0.00	(\$1,647.87)	\$0.00	\$80,745.64	\$26,838.62	\$3,484.42	\$4,064.22	\$16,375.29	\$10,475.08	\$7,034.19	\$12,473.82	\$80,745.64
<b>TOTAL</b>		<b>\$ 2,746,519.25</b>	<b>\$ (99,658.67)</b>	<b>\$ (53,493.92)</b>	<b>\$ -</b>	<b>\$ 2,593,366.66</b>	<b>\$ 861,995.51</b>	<b>\$ 111,911.64</b>	<b>\$ 130,533.47</b>	<b>\$ 525,937.12</b>	<b>\$ 336,435.94</b>	<b>\$ 225,922.19</b>	<b>\$ 400,630.79</b>	<b>\$ 2,593,366.66</b>

<b>100%</b>	<b>Net Percent Collected</b>
\$ -	<b>Balance Remaining to Collect</b>

## SECTION 3



April 21, 2022



Samantha Hoxie – Recording Secretary  
Towne Park CDD  
219 E. Livingston Street  
Orlando, Florida 32801-1508

**RE: Towne Park Community Development District Registered Voters**

Dear Ms. Hoxie,

In response to your request, there are currently **1,368** voters within the Towne Park Community Development District. This number of registered voters in said District is as of **April 15, 2022**.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Lori Edwards".

Lori Edwards  
Supervisor of Elections  
Polk County, Florida