

**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.

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Towne Park CDD

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.

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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.

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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.

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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 28th, 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 13th at 12 p.m. through Friday, June 17th 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.

Jill Burns

Secretary/Assistant Secretary

Gregory M Jones

Chairman/Vice Chairman