

***Towne Park
Community Development District***

Agenda

March 7, 2023

AGENDA

Towne Park

Community Development District

219 East Livingston Street, Orlando, Florida 32801

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

February 28, 2023

**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, March 7, 2023, at 3:00 PM** at the **Towne Park Amenity Center #1, 3883 White Ibis Road, Lakeland, FL 33811.**

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:

1. Roll Call
2. Public Comment Period
3. New Business
 - A. Consideration of Resolution 2023-03 Adopting Investment Guidelines
 - B. Consideration of Resolution 2023-04 Authorizing the Opening of State Board of Administration (SBA) Account
 - C. Review of Amenity Policies
4. Approval of Minutes of the February 7, 2023, Board of Supervisors Meeting
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Field Manager's Report
 - D. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
 - iii. Consideration of CDD 101 Presentation/ Workshop
 - iv. Consideration of Announcing CDD Meetings via Amenity Access Electronic Mail Messaging System
6. Other Business
7. Supervisors Requests and Audience Comments
8. Public Comments
9. Adjournment

SECTION III

SECTION A

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ALTERNATIVE INVESTMENT GUIDELINES FOR INVESTING PUBLIC FUNDS IN EXCESS OF AMOUNTS NEEDED TO MEET CURRENT OPERATING EXPENSES, IN ACCORDANCE WITH SECTION 218.415(17), *FLORIDA STATUTES*, AND PROVIDING 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*, and situated within Polk County, Florida; and

WHEREAS, the District’s Board of Supervisors (the “Board”) is required to adopt an investment policy in accordance with Section 218.415, *Florida Statutes*; and

WHEREAS, Board desires to adopt the alternative investment guidelines for the investment of public funds in excess of amounts needed to meet current operating expenses, in accordance with Section 218.415, *Florida Statutes*.

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

SECTION 1. The District hereby adopts the alternative investment guidelines for the investment of public funds in excess of the amounts needed to meet current operating expenses, in accordance with Section 218.415(17), *Florida Statutes*. The District may invest in the following instruments and may divest itself of investments, at prevailing prices or rates:

- (a) The Local Government Surplus Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01, *Florida Statutes*.
- (b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- (c) Interest-bearing time deposits or savings accounts in qualified public depositories as defined in Section 280.02, *Florida Statutes*.
- (d) Direct obligations of the U.S. Treasury.

SECTION 2. Securities listed in paragraphs (c) and (d) shall be invested to provide sufficient liquidity to pay obligations as they come due.

SECTION 3. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 7th day of March, 2023.

ATTEST:

**TOWNE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

SECTION B

memorandum

To: Towne Park Community Development District (District) Board of Supervisors
Greg Jones, Chair
Jennifer Tidwell, Vice Chair
Zabrina Sides
Roger Runyan
Tom Zimmerman

From: Tricia Adams, District Manager

Date: February 28, 2023

Re: State Board of Administration (SBA) Account

Included in the agenda packet for the March 7, 2023 Board of Supervisors Meeting is a Resolution authorizing the opening of a State Board of Administration (SBA) account. SBA is an asset management organization responsible for investing state and local government assets. SBA is utilized by Florida governments to invest surplus funds. Invested funds are readily available and can be withdrawn and wired the same business day or the next business day if the request is made after 2:00 p.m.

GMS is recommending the utilization of SBA for the general fund and capital reserve accounts as the interest rate was 4.55% at the end of January 2023. Accounting staff will leave three months of operating expenses in the general fund checking account and invest surplus funds.

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE DISTRICT MANAGER TO ESTABLISH AN ACCOUNT WITH THE STATE BOARD OF ADMINISTRATION; APPOINTING THE DISTRICT MANAGER AS ITS LEGAL REPRESENTATIVE WITH RESPECT TO SAID ACCOUNT AND PROVIDING FOR THE DURATION OF SAID AUTHORIZATION.

WHEREAS, the Towne Park Community Development District (the “District”) is a local unit of special purpose government created and existing under Chapter 190, *Florida Statutes*, and situated within Polk County, Florida; and

WHEREAS, the District finds that from time to time it has funds on hand in excess of current needs; and

WHEREAS, it is in the best interest of the District and its landowners that said excess funds be invested to return the highest yield consistent with proper safeguards and the District’s currently-adopted policies regarding the deposit of public funds.

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

SECTION 1. That the District Manager, Governmental Management Services – Central Florida, LLC, and its designee, as legal representative(s) of the District are hereby authorized to act as the administrator(s) for funds held at the State Board of Administration.

SECTION 2. The District Manager and/or its designee shall have the authority to establish an account(s) on behalf of the District with the State Board of Administration, withdraw funds from or transmit funds to said account(s) at the State Board of Administration, establish funds transfer instructions, name designee(s), and initiate changes to this information via the Investment Pool Input Document.

SECTION 3. That this authorization shall be continuing in nature until revoked by the District or until a new legal representative is appointed.

PASSED AND ADOPTED this 7th day of March, 2023.

ATTEST:

**TOWNE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

SECTION C

TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT

AMENITY POLICIES & RATES

ADOPTED APRIL 12, 2018

REVISED JULY 11, 2019

REVISED JANUARY 19, 2021

REVISED SEPTEMBER 13, 2022

DEFINITIONS

“Amenities” or “Amenity Facilities” – 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, swimming pool, playgrounds, and dog park, together with their appurtenant facilities and areas.

“Amenity Policies” or “Policies” – 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.

“Amenity Manager” – shall mean the District Manager or that person or firm so designated by the District’s Board of Supervisors, including their employees.

“Annual User Fee” – 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.

“Board of Supervisors” or “Board” – shall mean the Towne Park Community Development District’s Board of Supervisors.

“Clubhouse” – shall mean the amenity building commonly referred to as the Clubhouse, located at 3883 White Ibis Rd, Lakeland, FL, 33811

“District” – shall mean the Towne Park Community Development District.

“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 or renting property within the District.

AMENITIES ACCESS AND USAGE

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 department 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 and social halls), pools, 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. Vehicles Parked in the amenity parking lot overnight between the hours of 10 p.m. and 6 a.m. may be towed at owners' expense.
- (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, 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 of any kind 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. This includes loud music.
- (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 (5) 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.

(4) ***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.

(5) ***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.

(6) ***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.

(7) ***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.

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

(9) ***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.

(10) ***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.

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

(12) ***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.

(13) ***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.

(14) **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.

(15) **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.

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

(17) **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.

(18) **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.

DOG PARK POLICIES

The Dog Park is restricted to use only by Patrons of the District and their guests. ALL OTHER PERSONS ARE CONSIDERED TRESPASSERS AND MAY BE PROSECUTED AS SUCH UNDER FLORIDA LAW.

- (1) Dogs must be on leashes at all times, except within the Dog Park area.
- (2) Dogs inside the Dog park must be under voice control by their handler at all times. If voice control is not possible, do not enter the Dog Park.
- (3) Dog handler must have the leash with them at all times.
- (4) Dogs may not be left unattended and must be within unobstructed sight of the dog handler.
- (5) Dogs must be vaccinated and wear a visible rabies and license tag at all times.
- (6) Limit of 3 dogs per ADULT dog handler.
- (7) Puppies under four months of age should not enter the Dog Park.
- (8) Children under the age of twelve (12) are not permitted within the Dog Park area.
- (9) Dog handlers are responsible for the behavior of their animals.
- (10) Aggressive dogs are not allowed in the Dog Park. Any dogs showing signs of aggression should be removed from the Dog Park immediately.
- (11) Female dogs in heat are not permitted in the Dog Park.
- (12) Human or dog food inside the Dog Park is prohibited.
- (13) Dog handlers must clean up any dog droppings made by their pets.
- (14) Dog handlers must fill in any holes made by their pets.
- (15) Please do not brush or groom pets inside the Dog Park. The Dog Park is for play time.
- (16) Only licensed and insured dog trainers will be permitted to do training at the Dog Park. Owner must register trainer with the District prior to working with the dog.
- (17) The Dog Park is a designated "No Smoking" area.

USE OF THE DOG PARK IS AT PATRON'S OWN RISK

Use of the Dog Park is voluntary and evidences your waiver of any claims against the District resulting from activities occurring at the Dog Park. The District is not responsible for any injury or harm caused by use of the Dog Park.

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 (14) 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.
- (6) ***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.
- (7) ***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.
- (8) ***Capacity.*** Under no circumstances shall the capacity limit of the Clubhouse be exceeded during any rental.
- (9) ***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 (866-3924286).
- (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
 - h. 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:
 - i. 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.
 - ii. 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.
 - iii. 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.

AMENDMENTS AND WAIVERS

The Board in its sole discretion may amend these Amenity Policies from time to time. The Board by vote at a public meeting or the District Manager may elect in its/their sole discretion at any time to grant waivers to any of the provisions of these Amenity Policies, provided however that the Board is informed within a reasonable time of any such waivers.

The above amended policies were adopted on April 12, 2018, as revised on July 11, 2019, as further amended on January 19, 2021 and September 13, 2022, by the Board of Supervisors for the Towne Park Community Development District.

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amenity Rates

Exhibit B: Amenity Access Registration Form

Exhibit C: Amenity Rental Application Form

EXHIBIT A
AMENITY RATES

TYPE	Fee
Annual User Fee	\$2,500.00
Replacement Access Card	\$30.00
Amenity Rental Deposit	\$250.00
Amenity Rental Fee	\$250.00

EXHIBIT B
AMENITIES ACCESS REGISTRATION FORM

**TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT
AMENITIES ACCESS REGISTRATION FORM**

NAME: _____

ADDRESS: _____

HOME TELEPHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

ADDITIONAL RESIDENT 1: _____

DOB IF UNDER 18 _____

ADDITIONAL RESIDENT 2: _____

DOB IF UNDER 18 _____

ADDITIONAL RESIDENT 3: _____

DOB IF UNDER 18 _____

ADDITIONAL RESIDENT 4: _____

DOB IF UNDER 18 _____

ACCEPTANCE:

I acknowledge receipt of the Access Card for the above listed residents and that the above information is true and correct. I understand that I have willingly provided all the information requested above and that it may be used by the District for various purposes. **I also understand that by providing this information that it may be accessed under public records laws.** I also understand that I am financially responsible for any damages caused by me, my family members or my guests and the damages resulting from the loss or theft of my or my family members' Facility Access Card. It is understood that Facility Access Card are the property of the District and are non-transferable except in accordance with the District's rules, policies and/or regulations. In consideration for the admittance of the above listed persons and their guests into the facilities owned and operated by the District, I agree to hold harmless and release the District, its agents, officers and employees from any and all liability for any injuries that might occur in conjunction with the use of any of the District's amenity facilities (including but not limited to: swimming pools, basketball courts, fitness center, clubhouse facility, playground equipment, other facilities), as well while on the District's property. Nothing herein shall be considered as a waiver of the District's sovereign immunity or limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28 Florida Statutes or other statute.

(Legal Guardian if Minor) Date _____ Signature of Patron

AFFIDAVIT OF RESIDENCY:

(REQUIRED IF LEGAL FORM OF PROOF OF RESIDENCY NOT PROVIDED)

I hereby state that the address listed above is the bona fide residence for all residents listed in this Amenities Access Registration Form and that such address is located within the Towne Park Community Development District. I acknowledge that a false statement in this affidavit may subject me to penalties for making a false statement pursuant to Section 837.06, *Florida Statutes*. I declare that I have read the foregoing and the facts alleged are true and correct to the best of my knowledge and belief.

Signature of Patron

The foregoing was acknowledged before me this ____ day of _____, 20__, by _____ who is [] personally known to me or [] produced _____ as identification.

(NOTARY SEAL)

Notary Public Signature

Typed, Printed, or Stamped Name

Notary Public, State of _____

RECEIPT OF DISTRICT POLICIES & RATES:

I acknowledge that I have been provided and understand the terms in the **Amenity Policies and Rates**.

Signature of Patron
(Parent or Legal Guardian if minor)

Date

GUEST POLICY:

Please refer to the **Amenity Policies & Rates** for the most current policies regarding guests.

PLEASE RETURN THIS FORM TO:

Towne Park Community Development District
Attn: Amenity Access Coordinator
219 East Livingston Street
Orlando, Florida 32801
Telephone: (407) 841-5524
Email: amenityaccess@gmscfl.com

OFFICE USE ONLY:

in System Staff Member Signature Date Received Date Entered

PRIMARY RESIDENT: _____ Access Card # _____

ADDITIONAL INFORMATION:

New Construction: _____ Re-Sale: _____ Prior Owner: _____

Rental: _____ Landlord/ Owner: _____ Lease Term: _____

EXHIBIT C
AMENITY RENTAL APPLICATION

**TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT
AMENITY RENTAL FORM**

Name of Applicant: _____ Today's Date: _____
Street Address: _____
Contact Phone: _____ Alternate Phone: _____
Email: _____
Intended Use: _____ Estimated Attendance: _____
Date of Event: _____ Time: (5hr max.) _____ to _____

I agree to indemnify and hold harmless the Towne Park Community Development, and their agents, supervisors, officers, directors, employees, and staff from any and all liability, claims, actions, suits, or demands by any person, corporation, or other entity, for liability, claims, actions, suits, or demands by any person, corporation, or other entity for injuries, death, property damage of any nature arising out of or in connection with the use of the District Amenities. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.

I have read, understand, and agree to abide by all policies and rules of the District governing the District Amenities. Failure to adhere to the District's policies and rules may result in the suspension or termination of any privileges to use the District Amenities. I also understand that I am financially responsible for any damages caused by me, my family members, and my guests. If requested, I will obtain an event insurance policy naming the Towne Park Community Development District, and their agents, supervisors, officers, directors, employees, and staff as additional insured.

Signature of Applicant

Date

Please initial by each:

1. _____ ***The reservation is not confirmed until both the completed Amenity Rental Application Form and the Deposit have been received by Towne Park Community Development District staff.***
2. _____ There is a maximum capacity of 50 persons for the Clubhouse. Patrons must inform their guests that once the scheduled event is completed, all guests are requested to exit.
3. _____ Alcohol is prohibited on District property. There are no exceptions.
4. _____ The five (5) hour maximum time limit includes set-up and post-event clean up and applies to all guests in attendance. Standard guest policy applies outside the scheduled rental timeframe and to all other District amenities during the rental timeframe. For the time of the scheduled use (reservation) the renter has the exclusive use of the clubhouse facility only. The pool area, fitness center, and park areas will remain open to all residents of the community from dawn until dusk daily.
5. _____ The interior and exterior of the Clubhouse is under closed circuit television surveillance.
6. _____ A security deposit in the amount of Two Hundred Fifty Dollars (\$250.00) made out to **Towne Park Community Development District** shall be provided for the Facility within five (5) days of the date of submitting the reservation request.
7. _____ The Deposit will refunded to Patron within five (5) business days following the event provided all requirements set forth in the Amenity Policies are complete. If the Deposit will not be refunded, the Patron will be notified by District Staff within five (5) business days following the event.
8. _____ Rental Fee: A non-refundable Rental Fee of Two Hundred and Fifty Dollars (\$250.00) will be rental of the charged for clubhouse. A separate check shall be made out to the "Towne Park Community Development District" and submitted to District Staff at least fourteen (14) days in advance of the reservation date or the date will be released. Cancellations made less than fifteen (15) days prior to the reservation date will forfeit the Deposit.
9. _____ Additional fees may be assessed if the clean-up is incomplete, event is not limited to reservation time frame, or there is damage to the Amenities.
10. _____ I have reviewed and fully understand the Amenity Policies. I further understand that the use of the Clubhouse **does not** include the pool area.

For District Use Only:

Deposit Amount: \$ _____ Number of Guests: _____ Check # _____ Date: _____

Received By: _____

Rental Fee Amount: \$ _____ Check #: _____ Date: _____

Received By: _____

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, **February 7, 2023** at 3:00 p.m. at the Towne Park Amenity Center #1, 3883 White Ibis Road, Lakeland, Florida and by Zoom.

Present and constituting a quorum:

Greg Jones	Chairman
Jennifer Tidwell	Vice Chairperson
Zabrina Sides	Assistant Secretary
Tom Zimmerman	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk PLLC
Garrett Posten <i>by Zoom</i>	Rayl Engineering
Clayton Smith	Field Services Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams 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. Adams noted that this time was an opportunity for any members of the public to make a statement to the Board of Supervisors. She stated that there would be another public comment period at the end of the agenda.

Richard Mace (3728 Peregrine Way) stated that the pine trees behind the fence on the south side of Peregrine Way are bending over from the hurricane. He requested that somebody come out and tie stakes to the trees. He stated that at the dog park, somebody started taking the fence down.

Jocelyn Velasquez (on Zoom) stated that she was concerned about the lighting in the back of the community.

THIRD ORDER OF BUSINESS**New Business****A. Discussion of Community Easter Egg Hunt and Activities**

Ms. Adams reviewed the temporary license agreement for the Easter Egg Hunt. She noted that the District was contacted by a resident of the community, Keren Figueroa, who showed interest in hosting an Easter Egg Hunt. Ms. Figueroa provided some additional details upon request which was in the agenda package. The event would be on April 1, 2023. Ms. Adams noted that the license agreement provides the District with standard protections in terms of insurance requirements, indemnification by the licensee, etc. Mr. Jones noted that the location would be in the area beside the dog park.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Temporary License Agreement with Keren Figueroa LLC, was approved.

B. Consideration of Mailbox License Agreement with HOA

Ms. Adams noted that there are about five different mail kiosks located throughout the District. She stated that the District owns the parcels of land but the respective HOAs previously installed the mailboxes on the District's property and the responsible HOAs have responsibility for maintenance of the mailboxes. This agreement formalizes the District's authorization of the mailbox installation and codifies the HOA's maintenance responsibilities that has been in practice regarding identifying that the District owns the parcel and the HOA is responsible to maintain the mailboxes. Ms. Adams noted that there are some protections for the District included in the license agreement, such as indemnification and repair responsibilities. This is a license agreement that can be used as a template for all HOA-installed and maintained mailboxes located on District property and was prepared by District counsel.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Mailbox License Agreement with HOA(s), was approved.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the January 3, 2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the January 3, 2023 Board of Supervisors meeting and asked for any comments, corrections, or changes to the minutes. The Board had no changes to the minutes.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Minutes of the January 3, 2023 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated that they are still actively work with the City of Lakeland regarding the conveyance of roadways and received an updated report of the roadway and noting any remaining punch list items. That updated report was provided to the city representatives and she has not yet received back any communications from the city.

B. Engineer

Mr. Posten had nothing further to report to the Board.

C. Field Manager's Report

Mr. Smith reviewed his report that was included in the agenda package. Mr. Smith addressed the residents concern from the public comment period regarding the pine trees leaning. He noted that the landscaper was already directed to provide a quote to stake the trees; he stated that they are tall Italian Cypresses that will need to be staked with a special staking kit. Mr. Smith noted that he did not receive that quote yet.

Mr. Jones noted that at the dog park, the top metal loops holding the top of the chain link released. He stated that there is about 20 to 30 feet of the fence that has disconnected. Mr. Smith noted that issue was usually caused by people jumping on the fence. Mr. Smith stated that field services staff would repair the fence.

Board discussion ensued on residents using the stormwater ponds for recreational fishing and activities. Ms. Adams requested that the Board let staff and counsel research further on this topic and bring this back to a future meeting for discussion.

Mr. Jones asked about overnight parking on District property, recreational areas, and parks if there is no signage. Ms. Adams noted that she spoke with the District's parking enforcement

provider about this matter, and she stated that they had done an audit of the property. Ms. Adams stated that they do have signage installed at the amenity centers, but they are preparing more signs for the community entrance. She noted that Mr. Jones was correct that signage needed to be in place in order to tow. Mr. Jones also noted that their current towing company could not tow tractor trailers, so the Board may need to consider different companies or options for that service. Ms. Adams will follow up on that matter.

D. District Manager's Report

Ms. Adams noted that Mr. Smith had been very helpful in aiding documentation for their FEMA claim. Hurricane Ian left property damage that is not covered by the District's insurance policy. In addition to the property damage that is not covered by insurance, there were other hurricane-related expenses that the District's insurance policy does not cover or reimburse, like cleanup costs. Ms. Adams noted that the FEMA claim has evolved, as initially the only item on the claim was the stormwater bank restoration, which is close to \$80,000 to repair because that repair work is not covered by the District's property insurance. She stated that FEMA can assist with expenses that insurance does not cover, like the deductible and property that ends up being rejected through an insurance claim. Ms. Adams noted that FEMA encouraged District management staff to add any expenses related to storm cleanup, including expenses covered by the District's insurance policy. FEMA has a new division that is emphasizing mitigation efforts. District management staff had a meeting on site on January 25, 2023, to work through the initial scope of the District's FEMA claim, and the final scope is due by March 26, 2023. FEMA will have a field visit on site and will meet with Mr. Smith, or his designee, to look at the different areas and perform GPS location identification, even if those areas have already been repaired. The remediation that is possible is relative to the lake bank restoration. There is an opportunity for the District to have funding for littoral shelf planting or shallow plantings, and the benefit of those plantings is that they help the bank to stay intact during waves and during high wind events. Ms. Adams stated that FEMA did not provide a timeline for reviewing and acting on the District's claim, but they did state that they thought they would be able to wrap up the claim by the end of the calendar year.

i. Approval of the Check Register

Ms. Adams reviewed the check register found in the agenda package. She noted that the total amount for the check run summary from December 24, 2022 through January 30, 2023 was

\$1,677,838.25. Ms. Adams explained to the Board that each year, as part of the budget adoption process, the Board approves placing the assessments on the Polk County property tax bills in the non-ad valorem section. Ms. Adams noted that those debt service fees pass through the general fund. The portion for the maintenance fees is retained in the general fund but the portion that is to pay the District's bond debt service payment obligations are transmitted to the bond trustee. Check #502 was \$1,635,412.89 and was for the debt service payments that are transferred to the District's bond trustee.

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

ii. Balance Sheet and Income Statement

Ms. Adams reviewed the unaudited financial statements that were included in the agenda packet through the end of December. She noted that there was no action required from the Board.

SIXTH ORDER OF BUSINESS

Other Business

Ms. Adams asked for any other business. There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Public Comments

Toni Coleman asked what property would be turned over to the city from the CDD.

Richard Mace asked if they could get more crosswalks and stop signs. He stated that it was hard to get across when people were speeding.

Stephanie VanDerwerker stated that their mailbox is not ADA compliant, there is no sidewalk and there is no ramp. She clarified that was in Phase 3 and Phase 4.

Brian Kaytt asked if there were any plans to put waste receptacles by the benches at the lakes.

Ms. Adams noted that when the District was planned, there was a Capital Improvement Plan put together by the District engineer that laid out all the improvements that would be funded with the bonds and who would ultimately be the entity to own and maintain those improvements.

Ms. Adams stated that regarding the roadway, all the public right-of-way up including the sidewalks, which will include all of the traffic enforcement signage as well as the pedestrian crossings, has been constructed using bond funds and District staff and City of Lakeland officials are in the process of conveying all of that property to the City of Lakeland.

Ms. Adams addressed the ADA compliance comment about the mailbox.

Ms. Adams stated that it was up to the Board if they wanted to put trash receptacles by the benches, but that they should be cognizant of the upfront cost and also the maintenance expenses associated going forward. After discussion ensued, the Board decided to put this on a future agenda for more discussion.

NINTH ORDER OF BUSINESS**Adjournment**

The meeting was adjourned at 4:03 p.m.

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

SECTION C

to be provided under separate cover

SECTION D

SECTION 1

Towne Park Community Development District

Summary of Check Register

January 31, 2023 to February 27, 2023

Fund	Date	Check No.'s	Amount
General Fund			
	2/10/23	503-510	\$ 54,391.03
	2/17/23	511-520	\$ 11,914.99
	2/22/23	521-523	\$ 36,934.72
Total Amount			\$ 103,240.74

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/10/23	00077	1/18/23 79277	202301 330-53800-47000		*	450.00	
		EVENT CLEAN UPS					
		1/20/23 79238	202301 330-53800-47000		*	1,230.00	
		CLEANING FEB 23					
				E&A CLEANING CO			1,680.00 000503
2/10/23	00040	12/31/22 113	202212 330-53800-47500		*	2,317.59	
		INSTALL BIKE RACK					
		12/31/22 114	202212 320-53800-47500		*	352.11	
		GENERAL MAINT DEC 22					
				GOVERNMENTAL MANAGEMENT SERVICES-			2,669.70 000504
2/10/23	00068	1/12/23 5427	202212 310-51300-31500		*	11,406.92	
		GENERAL COUNSEL DEC 22					
				KILINSKI/VAN WYK, PLLC			11,406.92 000505
2/10/23	00082	1/23/23 7902	202301 320-53800-47300		*	94.04	
		REPAIR BROKEN NOZZLES					
		2/01/23 8028	202302 320-53800-46200		*	19,053.33	
		LANDSCAPE MAINT FEB 23					
				PRINCE & SONS INC.			19,147.37 000506
2/10/23	00071	2/01/23 18434	202302 330-53800-48000		*	3,500.00	
		POOL MAINTENANCE FEB 23					
				RESORT POOL SERVICES DBA			3,500.00 000507
2/10/23	00087	12/31/22 11112875	202212 330-53800-34500		*	1,738.74	
		SECURITY DEC 22					
		1/31/23 11152908	202301 330-53800-34500		*	2,479.04	
		SECURITY JAN 23					
				SECURITAS SECURITY SERVICES			4,217.78 000508
2/10/23	00024	2/01/23 69951B	202302 320-53800-46400		*	3,688.00	
		POND MAINTENANCE FEB 23					
				THE LAKE DOCTORS			3,688.00 000509
2/10/23	00037	1/25/23 6809517	202301 310-51300-32300		*	3,030.47	
		TRUSTEE FEES FY23					
		1/25/23 6809517	202301 300-15500-10000		*	1,010.16	
		TRUSTEE FEES FY24					
		1/25/23 6809522	202301 310-51300-32300		*	3,030.47	
		TRUSTEE FEES FY23					
		1/25/23 6809522	202301 300-15500-10000		*	1,010.16	
		TRUSTEE FEES FY24					
				US BANK			8,081.26 000510

TWPK TOWNE PARK CDD CWRIGHT

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
2/17/23	00092	2/07/23 TZ020720	202302 310-51300-11000	BOS MEETING 2/7/23	*	200.00	
				THOMAS ZIMMERMAN			200.00 000518
2/17/23	00064	2/16/23 02162023	202302 300-15500-10000	EQUIPMENT LEASE MAR 23	*	278.51	
				WHFS, LLC			278.51 000519
2/17/23	00088	2/07/23 ZS020720	202302 310-51300-11000	BOS MEETING 02/07/23	*	200.00	
				ZABRINA SIDES			200.00 000520
2/22/23	00077	2/20/23 79316	202302 300-15500-10000	CLEANING MAR 23	*	1,230.00	
				E&A CLEANING CO			1,230.00 000521
2/22/23	00071	11/01/22 17856	202211 330-53800-48000	REPLACE BROKEN TILES	*	450.00	
				RESORT POOL SERVICES DBA			450.00 000522
2/22/23	00035	2/21/23 02212023	202302 300-20700-10000	ASSESSMENT TSFR SER16 2A	*	2,278.78	
		2/21/23 02212023	202302 300-20700-10000	ASSESSMENT TSFR SER18 2B	*	2,657.97	
		2/21/23 02212023	202302 300-20700-10000	ASSESSMENT TSFR SER18 3A	*	10,709.29	
		2/21/23 02212023	202302 300-20700-10000	ASSESSMENT TSFR SER19 3B	*	6,850.61	
		2/21/23 02212023	202302 300-20700-10000	ASSESSMENT TSFR SER19 3C	*	4,600.30	
		2/21/23 02212023	202302 300-20700-10000	ASSESSMENT TSFR SER20 3D	*	8,157.77	
				US BANK AS TRUSTEE FOR TOWNE PARK			35,254.72 000523
TOTAL FOR BANK A						103,240.74	
TOTAL FOR REGISTER						103,240.74	

TWPK TOWNE PARK CDD CWRIGHT

SECTION 2

Towne Park
Community Development District

Unaudited Financial Reporting
January 31, 2023



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	<u>Capital Reserve Fund</u>
12-13	<u>Month to Month</u>
14	<u>Assessment Receipt Schedule</u>

Towne Park
Community Development District
Combined Balance Sheet
January 31, 2023

	General Fund	Debt Service Fund	Capital Projects Fund	Totals Governmental Funds
Assets:				
Cash:				
Operating Account	\$ 934,192	\$ -	\$ -	\$ 934,192
Capital Projects Account	\$ -	\$ -	\$ 1,005	\$ 1,005
Investments:				
Series 2016 - 2A				
Reserve	\$ -	\$ 111,450	\$ -	\$ 111,450
Revenue	\$ -	\$ 117,810	\$ -	\$ 117,810
Prepayment	\$ -	\$ 1	\$ -	\$ 1
Construction	\$ -	\$ -	\$ 0	\$ 0
Series 2018 - 2B				
Reserve	\$ -	\$ 60,538	\$ -	\$ 60,538
Revenue	\$ -	\$ 147,177	\$ -	\$ 147,177
Prepayment	\$ -	\$ 1	\$ -	\$ 1
General	\$ -	\$ 0	\$ -	\$ 0
Construction	\$ -	\$ -	\$ 69	\$ 69
Series 2018 - 3A				
Reserve	\$ -	\$ 256,678	\$ -	\$ 256,678
Revenue	\$ -	\$ 539,217	\$ -	\$ 539,217
Prepayment	\$ -	\$ 1	\$ -	\$ 1
Series 2019 - 3B				
Reserve	\$ -	\$ 167,922	\$ -	\$ 167,922
Revenue	\$ -	\$ 351,840	\$ -	\$ 351,840
Construction	\$ -	\$ -	\$ 135,479	\$ 135,479
Series 2019 - 3C				
Reserve	\$ -	\$ 112,803	\$ -	\$ 112,803
Revenue	\$ -	\$ 217,302	\$ -	\$ 217,302
Prepayment	\$ -	\$ 12	\$ -	\$ 12
Construction	\$ -	\$ -	\$ 0	\$ 0
Series 2020 - 3D				
Reserve	\$ -	\$ 200,003	\$ -	\$ 200,003
Revenue	\$ -	\$ 382,979	\$ -	\$ 382,979
Construction	\$ -	\$ -	\$ 2,554	\$ 2,554
Deposits	\$ 4,500	\$ -	\$ -	\$ 4,500
Due from Capital Projects	\$ 30	\$ -	\$ -	\$ 30
Due from General Fund	\$ -	\$ 35,255	\$ 25	\$ 35,280
Prepaid Expenses	\$ 2,299	\$ -	\$ -	\$ 2,299
Total Assets	\$ 941,021	\$ 2,700,988	\$ 139,132	\$ 3,781,141
Liabilities:				
Accounts Payable	\$ 30,800	\$ -	\$ -	\$ 30,800
Due to Capital Projects	\$ 25	\$ -	\$ -	\$ 25
Due to Debt Service	\$ 35,255	\$ -	\$ -	\$ 35,255
Due to General Fund	\$ -	\$ -	\$ 30	\$ 30
Total Liabilities	\$ 66,079	\$ -	\$ 30	\$ 66,109
Fund Balance:				
Nonspendable:				
Prepaid Items	\$ 2,299	\$ -	\$ -	\$ 2,299
Restricted for:				
Debt Service - Series 2016 - 2A	\$ -	\$ 231,540	\$ -	\$ 231,540
Debt Service - Series 2018 - 2B	\$ -	\$ 210,373	\$ -	\$ 210,373
Debt Service - Series 2018 - 3A	\$ -	\$ 806,605	\$ -	\$ 806,605
Debt Service - Series 2019 - 3B	\$ -	\$ 526,613	\$ -	\$ 526,613
Debt Service - Series 2019 - 3C	\$ -	\$ 334,718	\$ -	\$ 334,718
Debt Service - Series 2020 - 3D	\$ -	\$ 591,140	\$ -	\$ 591,140
Capital Projects	\$ -	\$ -	\$ 139,102	\$ 139,102
Assigned for:				
Unassigned	\$ 872,643	\$ -	\$ -	\$ 872,643
Total Fund Balances	\$ 874,942	\$ 2,700,988	\$ 139,102	\$ 3,715,032
Total Liabilities & Fund Balance	\$ 941,021	\$ 2,700,988	\$ 139,132	\$ 3,781,141

Towne Park

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending January 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/23	Thru 01/31/23	Variance
<u>Revenues:</u>				
Assessments - Tax Roll	\$ 860,473	\$ 829,967	\$ 829,967	\$ -
Other Income	\$ 2,400	\$ 800	\$ 2,130	\$ 1,330
Total Revenues	\$ 862,873	\$ 830,767	\$ 832,097	\$ 1,330
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 4,000	\$ 3,400	\$ 600
Engineering Fees	\$ 10,000	\$ 3,333	\$ 6,672	\$ (3,339)
Attorney	\$ 40,000	\$ 13,333	\$ 17,259	\$ (3,926)
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Roll Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Reamortization Schedules	\$ 625	\$ 400	\$ 400	\$ -
Dissemination	\$ 10,000	\$ 3,333	\$ 3,333	\$ 0
Trustee Fees	\$ 23,867	\$ 20,594	\$ 20,594	\$ -
Management Fees	\$ 42,500	\$ 14,167	\$ 14,167	\$ (0)
Information Technology	\$ 1,800	\$ 600	\$ 600	\$ -
Website Maintenance	\$ 1,200	\$ 400	\$ 400	\$ -
Postage & Delivery	\$ 800	\$ 267	\$ 557	\$ (290)
Insurance	\$ 7,088	\$ 7,088	\$ 6,034	\$ 1,054
Printing & Binding	\$ 1,000	\$ 333	\$ 20	\$ 314
Legal Advertising	\$ 3,500	\$ 1,167	\$ -	\$ 1,167
Other Current Charges	\$ 3,500	\$ 1,167	\$ 192	\$ 975
Office Supplies	\$ 200	\$ 67	\$ 6	\$ 61
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative	\$ 167,255	\$ 75,423	\$ 78,808	\$ (3,385)

Towne Park
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Adopted Budget	Prorated Budget Thru 01/31/23	Actual Thru 01/31/23	Variance
<u>Operations & Maintenance</u>				
Field Expenditures				
Property Insurance	\$ 20,258	\$ 20,258	\$ 20,583	\$ (325)
Field Management	\$ 15,450	\$ 5,150	\$ 5,150	\$ -
Landscape Maintenance	\$ 263,665	\$ 87,888	\$ 76,213	\$ 11,675
Landscape Enhancements/Replacement	\$ 35,000	\$ 35,000	\$ 35,907	\$ (907)
Pond Maintenance	\$ 32,172	\$ 10,724	\$ 13,879	\$ (3,155)
Electric	\$ 5,400	\$ 1,800	\$ 637	\$ 1,163
Streetlighting	\$ 20,000	\$ 6,667	\$ -	\$ 6,667
Water & Sewer	\$ 2,500	\$ 833	\$ 313	\$ 521
Irrigation Repairs	\$ 12,500	\$ 4,167	\$ 1,386	\$ 2,780
General Repairs & Maintenance	\$ 15,000	\$ 5,000	\$ 933	\$ 4,067
Contingency	\$ 10,000	\$ 3,333	\$ 2,007	\$ 1,326
Subtotal Field Expenditures	\$ 431,945	\$ 180,820	\$ 157,008	\$ 23,812
Amenity Expenditures				
Electric	\$ 18,000	\$ 6,000	\$ 8,390	\$ (2,390)
Water	\$ 7,500	\$ 2,500	\$ 1,405	\$ 1,095
Internet & Phone	\$ 3,200	\$ 1,067	\$ 847	\$ 220
Playground & Equipment Lease	\$ 23,593	\$ 7,864	\$ 7,864	\$ 0
Pool Service Contract	\$ 36,000	\$ 12,000	\$ 14,450	\$ (2,450)
Janitorial Services	\$ 19,500	\$ 6,500	\$ 9,135	\$ (2,635)
Security Services	\$ 33,800	\$ 11,267	\$ 8,853	\$ 2,414
Pest Control	\$ 4,500	\$ 1,500	\$ -	\$ 1,500
Amenity Access Management	\$ 5,000	\$ 1,667	\$ 1,667	\$ (0)
Amenity Repair & Maintenance	\$ 15,000	\$ 5,000	\$ 8,078	\$ (3,078)
Contingency	\$ 5,000	\$ 1,667	\$ -	\$ 1,667
Subtotal Amenity Expenditures	\$ 171,093	\$ 57,031	\$ 60,688	\$ (3,657)
Total Operations & Maintenance	\$ 603,038	\$ 237,851	\$ 217,697	\$ 20,155
Total Expenditures	\$ 770,293	\$ 313,275	\$ 296,505	\$ 16,770
Excess (Deficiency) of Revenues over Expenditures	\$ 92,580		\$ 535,592	
<u>Other Financing Sources/(Uses):</u>				
Transfer In/(Out) - Capital Reserve	\$ (92,580)	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -		\$ 535,592	
Fund Balance - Beginning	\$ -		\$ 339,349	
Fund Balance - Ending	\$ -		\$ 874,942	

Towne Park
Community Development District
Debt Service Fund Series 2016 - 2A
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/23	Thru 01/31/23	Variance
Revenues:				
Assessments - Tax Roll	\$ 111,715	\$ 107,753	\$ 107,753	\$ -
Interest	\$ -	\$ -	\$ 971	\$ 971
Total Revenues	\$ 111,715	\$ 107,753	\$ 108,725	\$ 971
Expenditures:				
Interest - 11/1	\$ 40,375	\$ 40,375	\$ 40,375	\$ -
Principal - 11/1	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
Special Call - 11/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Interest - 5/1	\$ 39,625	\$ -	\$ -	\$ -
Total Expenditures	\$ 110,000	\$ 70,375	\$ 75,375	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 1,715		\$ 33,350	\$ 5,971
Fund Balance - Beginning	\$ 85,955		\$ 198,190	
Fund Balance - Ending	\$ 87,670		\$ 231,540	

Towne Park
Community Development District
Debt Service Fund Series 2018 - 2B
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/23	Thru 01/31/23	Variance
Revenues:				
Assessments - Tax Roll	\$ 130,304	\$ 125,683	\$ 125,683	\$ -
Interest	\$ -	\$ -	\$ 990	\$ 990
Total Revenues	\$ 130,304	\$ 125,683	\$ 126,674	\$ 990
Expenditures:				
Interest - 11/1	\$ 45,384	\$ 45,384	\$ 45,384	\$ 0
Special Call - 11/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Principal - 5/1	\$ 30,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 45,384	\$ -	\$ -	\$ -
Total Expenditures	\$ 120,769	\$ 45,384	\$ 50,384	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 9,535		\$ 76,289	
Fund Balance - Beginning	\$ 72,371		\$ 134,084	
Fund Balance - Ending	\$ 81,906		\$ 210,373	

Towne Park
Community Development District
Debt Service Fund Series 2018 - 3A
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/23	Thru 01/31/23	Variance
Revenues:				
Assessments - Tax Roll	\$ 525,011	\$ 506,395	\$ 506,395	\$ -
Interest	\$ -	\$ -	\$ 3,588	\$ 3,588
Total Revenues	\$ 525,011	\$ 506,395	\$ 509,983	\$ 3,588
Expenditures:				
Interest - 11/1	\$ 194,463	\$ 194,463	\$ 194,463	\$ -
Special Call - 11/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Principal - 5/1	\$ 125,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 194,463	\$ -	\$ -	\$ -
Total Expenditures	\$ 513,925	\$ 194,463	\$ 199,463	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 11,086		\$ 310,521	
Fund Balance - Beginning	\$ 234,809		\$ 496,084	
Fund Balance - Ending	\$ 245,895		\$ 806,605	

Towne Park
Community Development District
Debt Service Fund Series 2019 - 3B
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/23	Thru 01/31/23	Variance
Revenues:				
Assessments - Tax Roll	\$ 335,844	\$ 323,935	\$ 323,935	\$ -
Interest	\$ -	\$ -	\$ 2,356	\$ 2,356
Total Revenues	\$ 335,844	\$ 323,935	\$ 326,292	\$ 2,356
Expenditures:				
Interest - 11/1	\$ 117,159	\$ 117,159	\$ 117,159	\$ -
Principal - 5/1	\$ 100,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 117,159	\$ -	\$ -	\$ -
Total Expenditures	\$ 334,319	\$ 117,159	\$ 117,159	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 1,525		\$ 209,132	
Fund Balance - Beginning	\$ 146,617		\$ 317,480	
Fund Balance - Ending	\$ 148,142		\$ 526,613	

Towne Park
Community Development District
Debt Service Fund Series 2019 - 3C
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/23	Thru 01/31/23	Variance
Revenues:				
Assessments - Tax Roll	\$ 225,524	\$ 217,528	\$ 217,528	\$ -
Interest	\$ -	\$ -	\$ 1,421	\$ 1,421
Total Revenues	\$ 225,524	\$ 217,528	\$ 218,949	\$ 1,421
Expenditures:				
Interest - 11/1	\$ 78,438	\$ 78,438	\$ 78,438	\$ 0
Special Call - 11/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Principal - 5/1	\$ 70,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 78,438	\$ -	\$ -	\$ -
Total Expenditures	\$ 226,876	\$ 78,438	\$ 83,438	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ (1,352)		\$ 135,512	
Fund Balance - Beginning	\$ 87,056		\$ 199,206	
Fund Balance - Ending	\$ 85,705		\$ 334,718	

Towne Park
Community Development District
Debt Service Fund Series 2020 - 3D
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/23	Thru 01/31/23	Variance
Revenues:				
Assessments - Tax Roll	\$ 399,925	\$ 385,745	\$ 385,745	\$ -
Interest	\$ -	\$ -	\$ 2,435	\$ 2,435
Total Revenues	\$ 399,925	\$ 385,745	\$ 388,179	\$ 2,435
Expenditures:				
Interest - 11/1	\$ 128,334	\$ 128,334	\$ 128,334	\$ -
Principal - 5/1	\$ 145,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 128,334	\$ -	\$ -	\$ -
Total Expenditures	\$ 401,669	\$ 128,334	\$ 128,334	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ (1,743)		\$ 259,845	
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ (1,906)	\$ (1,906)
Net Change in Fund Balance	\$ (1,743)		\$ 257,940	
Fund Balance - Beginning	\$ 130,469		\$ 333,201	
Fund Balance - Ending	\$ 128,725		\$ 591,140	

Towne Park
Community Development District
Capital Projects Funds
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Series	Series	Series	Series	Series	Series	
	2016 - 2A	2018 - 2B	2018 - 3A	2019 - 3B	2019 - 3C	2020 - 3D	Total
<u>Revenues</u>							
Developer Contributions	\$ -	\$ -	\$ 12,310	\$ -	\$ 419	\$ -	12,729
Interest	\$ -	\$ 1	\$ -	\$ 1,283	\$ -	\$ 13	1,296
Total Revenues	\$ -	\$ 1	\$ 12,310	\$ 1,283	\$ 419	\$ 13	14,025
<u>Expenditures:</u>							
Capital Outlay	\$ -	\$ -	\$ 3,750	\$ -	\$ 419	\$ -	4,169
Total Expenditures	\$ -	\$ -	\$ 3,750	\$ -	\$ 419	\$ -	4,169
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 1	\$ 8,560	\$ 1,283	\$ -	\$ 13	9,856
<u>Other Financing Sources/(Uses)</u>							
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,906	1,906
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,906	1,906
Net Change in Fund Balance	\$ -	\$ 1	\$ 8,560	\$ 1,283	\$ -	\$ 1,918	11,762
Fund Balance - Beginning	\$ 0	\$ 69	\$ (8,560)	\$ 134,196	\$ 1,000	\$ 636	127,340
Fund Balance - Ending	\$ 0	\$ 69	\$ -	\$ 135,479	\$ 1,000	\$ 2,554	139,102

Towne Park
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/23	Thru 01/31/23	Variance
Revenues:				
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ -	\$ -
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ 92,580	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ 92,580	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 92,580		\$ -	
Fund Balance - Beginning	\$ 90,000		\$ -	
Fund Balance - Ending	\$ 182,580		\$ -	

Towne Park
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Assessments - Tax Roll	\$ -	\$ 25,555	\$ 786,860	\$ 17,552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 829,967
Other Income	\$ 160	\$ 480	\$ 1,370	\$ 90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100
Total Revenues	\$ 160	\$ 26,035	\$ 788,230	\$ 17,642	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 832,067
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 800	\$ 800	\$ 800	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400
Engineering Fees	\$ 2,429	\$ 2,693	\$ 1,350	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,672
Attorney	\$ 2,395	\$ 3,458	\$ 11,407	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,259
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Roll Services	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Reamortization Schedules	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
Dissemination	\$ 833	\$ 833	\$ 833	\$ 833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,333
Trustee Fees	\$ 14,533	\$ -	\$ -	\$ 6,061	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,594
Management Fees	\$ 3,542	\$ 3,542	\$ 3,542	\$ 3,542	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,167
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
Postage & Delivery	\$ 39	\$ 21	\$ 473	\$ 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 557
Insurance	\$ 6,350	\$ -	\$ -	\$ (316)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,034
Printing & Binding	\$ 6	\$ 3	\$ 0	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Current Charges	\$ 39	\$ 39	\$ 75	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192
Office Supplies	\$ 2	\$ 1	\$ 2	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative	\$ 36,793	\$ 11,640	\$ 18,731	\$ 11,645	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,808

Towne Park
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<u>Operations & Maintenance</u>													
Field Expenditures													
Property Insurance	\$ 20,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20,583
Field Management	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,150
Landscape Maintenance	\$ 19,053	\$ 19,053	\$ 19,053	\$ 19,053	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	76,213
Landscape Enhancements/Replacement	\$ 4,260	\$ 31,647	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	35,907
Pond Maintenance	\$ 2,815	\$ 3,688	\$ 3,688	\$ 3,688	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	13,879
Electric	\$ 56	\$ 223	\$ 155	\$ 203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	637
Streetlighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Water & Sewer	\$ 86	\$ 83	\$ 86	\$ 57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	313
Irrigation Repairs	\$ 758	\$ 143	\$ 391	\$ 94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,386
General Repairs & Maintenance	\$ 581	\$ -	\$ 352	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	933
Contingency	\$ 2,007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,007
Subtotal Field Expenditures	\$ 51,487	\$ 56,125	\$ 25,013	\$ 24,383	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	157,008
Amenity Expenditures													
Electric	\$ 854	\$ 3,140	\$ 2,974	\$ 1,422	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,390
Water	\$ 179	\$ 621	\$ 434	\$ 171	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,405
Internet & Phone	\$ 193	\$ 218	\$ 218	\$ 218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	847
Playground & Equipment Lease	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,966	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,864
Pool Service Contract	\$ 3,500	\$ 3,950	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,450
Janitorial Services	\$ 2,414	\$ 1,645	\$ 2,118	\$ 2,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9,135
Security Services	\$ 2,533	\$ 2,102	\$ 1,739	\$ 2,479	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,853
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Amenity Access Management	\$ 417	\$ 417	\$ 417	\$ 417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,667
Amenity Repair & Maintenance	\$ 2,350	\$ 3,110	\$ 2,618	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,078
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal Amenity Expenditures	\$ 14,405	\$ 17,169	\$ 15,983	\$ 13,131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	60,688
Total Operations & Maintenance	\$ 65,892	\$ 73,294	\$ 40,996	\$ 37,514	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	217,697
Total Expenditures	\$ 102,685	\$ 84,934	\$ 59,728	\$ 49,158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	296,505
Excess (Deficiency) of Revenues over Expenditures	\$ (102,525)	\$ (58,899)	\$ 728,502	\$ (31,516)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	535,562
Other Financing Sources/Uses:													
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Change in Fund Balance	\$ (102,525)	\$ (58,899)	\$ 728,502	\$ (31,516)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	535,562

Towne Park
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2023

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%		
Date	Distribution	Gross Amount	Discount/Penalty	Commission	Interest	Net Receipts	O&M Portion	2016 2-A Debt Service	Series 2018 2-B Service	Series 2018 3-A Service	Series 2019 3-B Service	Series 2019 3-C Service	Series 2020 3-D Service	Total		
11/16/22	10/1-10/31/22	\$9,156.36	(\$366.26)	(\$175.80)	\$0.00	\$8,614.30	\$2,863.26	\$371.73	\$433.59	\$1,746.99	\$1,117.53	\$750.44	\$1,330.76	\$8,614.30		
11/25/22	Interest	\$0.00	\$0.00	\$0.00	\$188.79	\$188.79	\$62.75	\$8.15	\$9.50	\$38.29	\$24.49	\$16.45	\$29.16	\$188.79		
11/25/22	11/1-11/6/22	\$36,533.87	(\$1,461.31)	(\$701.45)	\$0.00	\$34,371.11	\$11,424.44	\$1,483.22	\$1,730.02	\$6,970.49	\$4,458.94	\$2,994.25	\$5,309.75	\$34,371.11		
11/25/22	11/7-11/13/22	\$35,829.45	(\$1,433.14)	(\$687.93)	\$0.00	\$33,708.38	\$11,204.15	\$1,454.62	\$1,696.66	\$6,836.09	\$4,372.97	\$2,936.52	\$5,207.37	\$33,708.38		
12/12/22	11/14-11/23/22	\$189,384.81	(\$7,575.15)	(\$3,636.19)	\$0.00	\$178,173.47	\$59,222.15	\$7,688.73	\$8,968.11	\$36,133.74	\$23,114.34	\$15,521.65	\$27,524.75	\$178,173.47		
12/21/22	11/24-11/30/22	\$2,188,194.85	(\$86,516.64)	(\$42,033.56)	\$0.00	\$2,059,644.65	\$684,594.49	\$88,879.92	\$103,669.29	\$417,697.81	\$267,196.50	\$179,426.77	\$318,179.87	\$2,059,644.65		
12/23/22	12/01-12/15/22	\$166,979.29	(\$6,433.13)	(\$3,210.92)	\$0.00	\$157,335.24	\$52,295.84	\$6,789.49	\$7,919.25	\$31,907.73	\$20,411.01	\$13,706.32	\$24,305.60	\$157,335.24		
12/31/22	1% adj	(\$27,836.57)	\$0.00	\$0.00	\$0.00	(\$27,836.57)	(\$9,252.46)	(\$1,201.23)	(\$1,401.12)	(\$5,645.28)	(\$3,611.22)	(\$2,424.99)	(\$4,300.27)	(\$27,836.57)		
01/13/23	12/16-12/31/22	\$55,691.51	(\$1,806.89)	(\$1,077.69)	\$0.00	\$52,806.93	\$17,552.21	\$2,278.78	\$2,657.97	\$10,709.29	\$6,850.61	\$4,600.30	\$8,157.77	\$52,806.93		
TOTAL		\$ 2,653,933.57	\$ (105,592.52)	\$ (51,523.54)	\$ 188.79	\$ 2,497,006.30	\$ 829,966.83	\$ 107,753.41	\$ 125,683.27	\$ 506,395.15	\$ 323,935.17	\$ 217,527.71	\$ 385,744.76	\$ 2,497,006.30		

96%	Net Percent Collected
\$91,794.26	Balance Remaining to Collect