

**MINUTES OF MEETING
TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Towne Park Community Development District was held Tuesday, **April 4, 2023** at 6:00 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 <i>by Zoom</i>	Vice Chairperson
Zabrina Sides	Assistant Secretary
Tom Zimmerman	Assistant Secretary
Roger Runyon	Assistant Secretary

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and called the roll. There were four Board members present in person constituting a quorum and one Board member joining via Zoom.

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.

Resident Sandy Stidham thanked the Board for the solar light installation. She stated there were still a couple of live oaks that were crooked and wanted to know if they would be taken care of when the vendor straightens the Cypress trees. Ms. Adams replied that this is typically not a

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question-and-answer session, but they do have staff reports scheduled on the agenda and asked if the Board members would like for this to be answered under the Field Manager's report. The Board replied yes.

THIRD ORDER OF BUSINESS

Approval of Minutes of the March 7, 2023 Board of Supervisors Meeting

Ms. Adams presented the minutes of the March 7, 2023 Board of Supervisors meeting and noted a draft was found on page 6 of the agenda packet. She asked for any comments, corrections, or changes to the minutes. She explained that the meeting minutes were reviewed by District counsel as well as by District management staff. She added she had been notified of a spelling error with Mr. Runyon's name and that correction would be made. The Board had no other changes to the minutes.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Minutes of the March 7, 2023 Board of Supervisors Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated she had no specific report for this meeting. She noted if the Board had questions to let her know. There were no questions for Ms. Hammock.

B. Engineer

Mr. Rayl stated that he was reviewing requisitions for the District Manager to be processed. He noted that he was working with District Counsel and the City of Lakeland for a final meeting to work on release of the construction bonds. He noted the meeting had not yet been set but it was coming up soon. He added he hoped to state in next month's meeting this issue has been addressed.

Ms. Adams asked for the Chairman to dismiss the Engineer for the remainder of the meeting if he was not needed. Mr. Rayl was dismissed.

C. Field Manager's Report

Mr. Smith presented the field manager's report to the Board found on page 22 of the agenda package. He stated the solar lights had been installed and there appeared to be one that did not

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function and will be replaced. He noted all others seem to be up and running. He also added they made some modifications to the gate by changing out the closer arm and changed the hinges. He noted it appears now that the gate is functioning better than it was and is staying closed, it opens and stays closed on its own. He noted they will continue to monitor function before recommending the Board consider proposals to change the entire gate. He added comments on the bike rack and other maintenance tasks that were completed.

Mr. Smith noted they had added some signage to the dog park at the District's insurance's recommendation. He stated they added some table repairs here in the amenity and cleaned up the monuments in the community. He noted from their assessment, the pool chairs are in good shape in Amenity 1, and they do not need more chairs. He added in Amenity 2, now, or in the future the amenity patrons could benefit from additional chairs.

Another item completed was the pond bank restoration and the punch list has been sent off to the vendor. For landscaping the additional plantings will be needed and the landscape vendor is watering the grass over the next two months. He noted the shade covers at Amenity 2 have been completed and field staff was still waiting on shade covers for Amenity 1. He stated the Amenity 2 maglock installations are still in progress, they have been ordered, and will be scheduled when parts arrive.

Mr. Smith provided updates on pond signage and noted a map had been created that identified potential locations where people may be inclined to approach the water, such as areas next to trails and sitting areas, to install the signs. He added that 19 locations have been identified for placement. He commented on the Peregrine Way pine trees and stated the trees had not established and taken root. The storm made a mess of all of them. He added staff received proposals for several options to address the trees.

Mr. Runyon had questions on the signs and locations. It was noted there was another location that could benefit from the signage and was determined that staff would add an extra sign or move one to that location. Mr. Jones asked about the Cypress trees and if they are getting fixed. He asked for Ms. Tidwell's input. Ms. Tidwell responded they did look rough. It was asked why the trees were needed there. She responded if they are going to be there, they needed to be fixed or removed. Power lines were discussed. Mr. Jones asked why they were needed at all, and Ms. Tidwell responded they were not needed and the easement issue was a concern.

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i. Re-strapping Chairs Proposal – George’s Patio Shop

Mr. Smith presented quotes on chairs. The numbers of chairs were discussed, the types of chairs, the wear and tear, and the quotes. It was noted the chairs needed to be re-strapped. Mr. Smith recommended approving this proposal. Ms. Adams clarified the budget allows for this. Clarification was made that this proposal was for amenity chairs.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Proposal from George’s Patio Shop for the re-strapping of Chairs, was approved.

ii. Re-strapping Chairs Proposal for Amenity 2 – George’s Patio Shop

Mr. Smith presented the proposal from George’s Patio Shop and discussion on the 3-year-old chairs. Damage and repeated fixing were discussed. Mr. Jones brought up the budget concern and where this would come from in the budget. Ms. Adams noted Mr. Jones brought up a good point and the purchase of furniture was not funded because of the expenses from Hurricane Ian the District has not been reimbursed by insurance or from FEMA grant funding. She added there was not a lot of room in the budget for general repairs and maintenance or from Amenity repair maintenance. She added the Board did designate a capital reserve fund and if was the Board’s decision to pull from the fund for the 15 pool lounge chairs that would be an option. Mr. Smith added they had the vendor out for the repairs and also asked them for additional chairs pricing. He noted Amenity 2 could benefit from additional chairs. He recommended waiting on this purchase because they are not needed at this time, but the situation may get worse over time. It was asked if there was an option of one area getting chairs and the other not getting them.

After discussion, Ms. Adams clarified the Board’s direction to revisit this topic later this fiscal year. It was noted a line item needed to be established for this purchase later in FY 2024.

iii. Pond Signage Installation Proposal – GMS

Mr. Smith presented the 19 signs for the pond water line so they would not interfere with mowing. Ms. Sides asked if 19 signs were needed and if non-residents go much further from the front of the community. Discussion ensued. Ms. Adams added in the general fund budget under field expenses the District had \$10,000 budgeted and as of the current unaudited financial report, only \$2,000 had been expended from the line item, so, there is some funding in contingency. Mr. Smith explained there were signs by the sidewalk that goes between the houses that dead end at

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the pond. He added they could remove the fishing signs and just do the wildlife signs or just not do them now. Discussion ensued on the signs, fishing, ponds and which ponds needed signs, the concerns of traffic around the areas, security and the final recourse of calling the police for trespassing.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Proposal for Pond Signage Installation, was approved.

iv. Replacement and Straightening of Cypress Trees Proposal – Prince & Sons

Mr. Smith presented the proposal for replacement and straightening of Cypress trees from Prince and Sons. He discussed the options for staking them and the potential that they will not survive long term. He noted he did not request a full removal option. He added the replacement was for 92 of them and straightening 10 of them for \$26,590. To replace all 100 of them is \$37,000 and to straighten and stake all of them is \$17,500. Ms. Tidwell ask if they received other quotes. Mr. Smith noted this was from the incumbent landscapers and the only one currently. He added he could reach out for other quotes, but this is a very expensive tree. It was also asked about using Cypress as the best kind of tree for the area. Mr. Smith stated that they are used for privacy to block line of sight visuals of power lines.

Ms. Tidwell ask about getting a quote to remove them. Mr. Smith stated he could get a quote for removal. Further discussion was how close they were to the fence and the possibility of them coming down again. Ms. Adams noted the Board had allocated \$35,000 in landscape enhancements and replacements for the current fiscal year and had previously approved projects in excess of \$36,000, so this is a project out of the current FY budget where there is no funding allocated. She added the Board could approve spending, but she wanted to make them aware of the impact. Ms. Tidwell asked how many were damaged and Mr. Smith replied that essentially, they are all damaged to some degree. Discussion ensued on the replacement, what to use and the outcome of replacement and repair. Mr. Smith recommended not replacing them at all. Audience commented on replacing the trees and notification to homeowners. It was noted there was \$10,000 in the budget for removal of trees. Planting new trees and a quote for crepe myrtles was also discussed. Fencing options and easements were discussed.

v. Aquatic Vegetation Installation Proposal – Solitude

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Mr. Smith noted this was the next step in enhancement of aquatic vegetation. He referred to the maps for the locations, planting and specifics of plants in the area. The Board asked for the reason and benefits of each plant. Mr. Smith explained the benefits that included allowing small fish to eliminate bugs, wind erosion, and nutrients to the soil. Placement was further discussed on the bank and in the ponds. Ms. Adams discussed the FEMA grant application for Hurricane Ian and emphasis on mitigation to control erosion. Specifics of the plants, locations, and costs were discussed. Other concerns for this planting were discussed and how it affected fishing and recreational purposes. Mr. Smith further discussed spending and the current situation of erosion problems.

On MOTION by Mr. Runyon, seconded by Mr. Jones, with all in favor, the Proposal from Solitude for Aquatic Vegetation Installation, was approved.

vi. Pest Control Proposal for Amenity 1 and 2 – All American Lawn and Tree

Mr. Smith explained the selection of this company for the pest control and his knowledge of the great work they do. The costs were explained on the quote at \$1,700/year for the whole program for each amenity. He also explained this included pest control for bugs, pests, and the locations where they sprayed. Ms. Adams noted the Board had budgeted for the current year of \$4,500 for pest control services for the amenities and there has been nothing spent out of this line item.

On MOTION by Ms. Sides, seconded by Mr. Jones, with all in favor, the Proposal from All American Lawn and Tree for Pest Control for Amenity 1 and 2, was approved.

D. District Manager's Report

i. Approval of the Check Register

Ms. Adams reviewed the check register in the agenda package. She noted that the total amount for the check run summary from February 28, 2023 through March 27, 2023 was \$77,262.13.

There was a Board question on a line item for fence repair and insurance and asked if this could be refunded. Ms. Adams replied on the fences they anticipated funding from the insurance

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provider. She added this has taken a lot of time but there is the expectation of reimbursement. She added any deductibles or expenses that are not covered by insurance are included in the FEMA grant. It was noted that there was a \$10,000 deductible and the added percentages.

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 February. She added this is the first month on the combined balance sheet and the capital reserve fund is the amount the Board has identified for capital purchases in the future for replacement, pool resurfacing, etc. She noted they are over budget on some of the repair and maintenance items because of the hurricane expenses but are expecting some offsetting revenue. She noted that there was no action required from the Board.

iii. Approval of Revised Fiscal Year 2023 Meeting Schedule

Ms. Adams stated on page 74 is the revised 2023 meeting schedule for the remainder of the fiscal year. She added they would not present the draft budget until May. She noted that Board members elected to reschedule the May meeting for 6:00 p.m. in order to allow flexibility for residents to attend. She added the remainder of the fiscal year the June meeting will be at 3:00 p.m., the July 11th at 6:00 p.m., and August 1st at 6:00 p.m., which will be budget adoption. She added the last meeting will be September 5th at 3:00 p.m.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Revised Fiscal Year 2023 Meeting Schedule, was approved.

iv. Ratification of Requisition No. 106

Ms. Adams reviewed requisition No. 106 which was for the construction project and has been paid out of the construction proceeds from the bond issue. She added this was signed by the District Engineer and is being brought to the Board for ratification.

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On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, Requisition No. 106, was ratified.

FIFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Adams asked for any audience comments at this time.

A resident commented on several cars parking in an area, there was no signage and was concerned about the grass being killed. Ms. Adams explained the District’s parking rules that were adopted and the restriction of parking on CDD properties such as amenity parking lots, parking overnight, and restricted parking on parcels not intended for parking. She added if a vehicle is found it is immediately subject to being towed. She added there was a service agreement for towing in place with a vendor. She noted that District management should be contacted.

Another resident commented on the District management team’s quick response to his request. He asked about responsibility for lands around ponds and lack of irrigation. Mr. Smith responded with the explanation of how the ponds are irrigated. He added the landscape vendor works to assist with dead trees and vegetation.

SIXTH ORDER OF BUSINESS

Public Comments

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Closed Security Session

Ms. Adams stated there was a closed security session scheduled at this time. She explained the purpose of this discussion was to be done in private. She noted it will not be recorded.

EIGHTH ORDER OF BUSINESS

Board Action Related to Security Services Proposal

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Amendment to the Security Services Agreement, was approved.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

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

Tricia Adams
Secretary/Assistant Secretary

Gregory M. Jones
Chairman/Vice Chairman