

**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, **May 2, 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	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 <i>by Zoom</i>	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 five Board members present in person 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. There were no comments at this time.

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 4, 2023  
Board of Supervisors Meeting**

Ms. Adams presented the minutes of the April 4, 2023 Board of Supervisors meeting and noted that they could be found on page 5 of the agenda packet. She added these have been reviewed by management staff and District counsel.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Minutes of the April 4, 2023 Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05  
Approving Fiscal Year 2024 Proposed  
Budget and Setting a Public Hearing**

Ms. Adams stated this resolution is for the proposed budget and setting a public hearing. She noted the statutory requirement for approving a proposed budget by June 15<sup>th</sup>. She added the Board could lower the assessment revenue amount in the proposed budget at the public hearing but could not raise the assessment revenue amount after approving the “high watermark” today. She stated the public hearing would be set for August 1, 2023 at 6:00 p.m. in the same location as today’s meeting. She noted there would be mailed notices to the public and postings on the District’s website.

She reviewed the proposed budget for Fiscal Year 2024 starting October 1, 2023 and ending on September 30, 2024. She noted the proposed budget contemplates assessment revenues in the amount of \$1,024,144 to fund the District’s annual Operations and Maintenance expenses. She noted the assessment table shows the 2023 gross per unit assessment is \$638.10. She noted the proposed budget amount results in a gross per unit assessment of \$759.47, an overall annual increase of \$121.37. She discussed revenues for the District and the expenditures. She added the increases are based on projected spending in engineering, audit fees, 6% in management fees, and other anticipated increases. She reviewed other increases in field expenses, insurance for property insurance, and right of way repairs. Roadways were expected to be conveyed to the city of Lakeland. However, the city is requiring repairs be made before all roadways can be conveyed to the city at one time. Inspections have been completed and proposals are estimated to come in at or around \$180,000.

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The Board ask for clarification on the \$180,000 for this year and not next year if the city takes over. Ms. Adams replied current expenditures on the roads include the sidewalks, and the amount of \$180,000 for roadway repairs should not occur again. Mr. Zimmerman asked if the roadway repairs were the responsibility of the builder’s damage. Ms. Adams noted cost of repairs attributable to damage caused by the builder’s should be incurred by home builders. Discussion ensued on locations of repair.

Ms. Adams covered the remainder of the budget increases, utilities, pool service and cost of chemicals, pool furniture, security services, access management, maintenance projects, and contingencies.

Capital reserve cost and transfers were covered. Other planning is for a reserve study that projects a 5-year period.

Ms. Adams noted there were 1,450 single family homes within the community. She reviewed the net and gross per unit assessment amounts. Other budget items, such as amortization schedules, debt payment schedules, bond issues, and refinancing options were reviewed and explained. She added mailed notices will be issued.

Mr. Runyon asked for another clarification on bottom line payment increase of \$121.37 over prior year assessments.

On MOTION by Mr. Jones, seconded by Ms. Tidwell, with all in favor, Resolution 2023-05 the Fiscal Year 2024 Proposed Budget and Setting the Public Hearing for August 1, 2023 at 6:00 p.m., was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Temporary Agreement for Riverstone Parents Night Out**

Ms. Adams stated a property owner that deals with childcare services had inquired about a parent’s night out event in the Amenity Center. This would allow them to care for the children. Ms. Adams noted she had consulted with insurance on liability and District counsel, and it was suggested this item not be approved. The homeowner suggested another alternative would be for parent/child outing. Board member commented on the liability with the pool being so close and it was not conducive to this activity. The Board ask for more details on the parent/child event. The property owner was attending via Zoom. After discussion, there was no action on this item.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Temporary Access for Pool Construction**

Ms. Adams stated the agreement would allow temporary access for the property owner to install a pool and access District property to the area for pool construction. She explained this would provide protections for the Board. She added a \$500 damage deposit is collected from the homeowner that would be refunded if there are no issues. A map was provided in the agenda for Board review.

On MOTION by Mr. Jones, seconded by Ms. Tidwell, with all in favor, the Temporary Access for Pool Construction, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock stated she had no specific report for this meeting.

**B. Engineer**

Mr. Rayl explained the pool access agreement and wanted to ensure the homeowner was aware of the area, access, and materials. He had comments on budget expectations for field management, roads, sidewalks, and the solicitation of multiple bids from the contractor. He added the annual engineering report completion was due by July 1<sup>st</sup>.

**C. Field Manager's Report**

Mr. Bailey presented the field manager's report to include shade structures, pond issues, signage for dumpsters, wetlands and landscaping issues, tree situations, and treatment plans.

Board members asked about the pond situation. Mr. Bailey responded with possible solutions. Signs have been ordered. There was a question about signs and no trespassing. Ms. Adams replied on enforcement of the signs and options of calling law enforcement. Discussion ensued on the trespassing, residents, non-residents, asking for identification. Ms. Adams recommended not pursuing asking for identification. Board members commented on grass growing, bush growth over the rail, and trimming of edges. It was asked when the contract was up, and Ms. Adams noted it was not expiring in October.

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**i. Consideration of Proposal for Peregrine Way Landscape Improvements – Prince & Sons**

Ms. Adams reviewed the contract with Prince & Sons and noted it would reach expiration of the final optional extension in March of 2024. Mr. Bailey presented the proposal from Prince & Sons for landscape improvements at Peregrine Way and the 2 options. One proposal was not in the agenda packet. He noted that for removal of all cypress trees was \$6,900. Ms. Adams reviewed the budgeted amount of \$3,500, but this budget line was expended. She added the contingency funding is available. Discussion ensued on the budget amounts. Mr. Zimmerman asked if the drip lines for all the trees are functioning since all the trees fell and was the cost additional. It was noted that the cost of the installation crepe myrtles would have a removal cost as well. \$8,937.50 plus the cost of removal. Ms. Adams noted it was not a staff recommendation to replace the trees and is a Board decision. Ms. Adams noted the budget was exhausted but there was \$7,000 in contingency. She added the Board at the last meeting had ask for some options for replacements. Mr. Bailey explained the proposal was for the removal and the 50-crepe myrtle to replace would be an additional cost. Ms. Adams presented the option of approval to remove the cypress trees would be \$6,900. She also noted the prorated budget was running under. Mr. Smith presented a third option of only doing a partial removal and leave some to cut cost. After discussion the Board decided to remove the trees and not replace.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Proposal to Remove the Cypress Trees on Peregrine Way from Prince & Sons, was approved.

Mr. Runyon stated he wanted them cut as close to ground as possible. Ms. Tidwell asked about parking and was there parking enforcement. Ms. Adams noted rules have been adopted on restrictions of parking on grass. Mr. Jones asked if signs needed to be added. Discussion ensued on parking, towing, signage locations, and the possibility of additional signage. Ms. Adams stated she will follow-up, review the agreement and send a reminder email.

**D. District Manager's Report**

**i. Approval of the Check Register**

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Ms. Adams stated the additional security should be installed within 60 days. She also added the FEMA application had been accepted. Insurance claims are complete from storm damage. She noted there has been suggestions for additional security for Memorial Day. The Board agreed.

She reviewed the check register in the agenda package for March 28, 2023 through April 25, 2023 and the total amount is \$61,812.35.

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 March. She noted this reflects the adopted budget and the pro-rated expenses as of the end of March.

**iii. Ratification of Requisition No. 107**

Ms. Adams reviewed requisition No. 107 which was for construction funds for the bond and is for \$9,500.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Requisition No. 107, was ratified.

**iv. Presentation of Number of Registered Voters – 2,027**

Ms. Adams stated the number of registered voters in the District is at 2,027 as of April 21, 2023. She reviewed the benchmarks for the Board to transition from landowner election to the general election process. She noted all Board members qualify for continued appointment.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

**Ms. Adams asked for Supervisors request.** Mr. Zimmerman noted several residents had mentioned to the having pickleball, tennis and basketball courts. Ms. Adams noted she had received an email and will follow-up and routine the issues around this request.

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Mr. Runyon mentioned the concerns for safety of the crosswalks and flashing lights. Mr. Jones provided update information on the roadway. Mr. Jones mentioned the neighborhood watch upcoming meeting concerning roadways.

**Ms. Adams asked for Audience comments.** An audience member mentioned the basketball courts could attract non-residents.

Audience member asked who was in charge of determining speed limits. Mr. Jones replied the city of Lakeland. He encouraged residents to reach out regarding speed limits, parking and other issues.

Resident mentioned the cypress trees and concerns that CDD would handle those issues that are not being maintained.

Resident asked about signage being restored. Discussion ensued on how to proceed, and it was determined the particular signage was the responsibility of the HOA.

**NINTH ORDER OF BUSINESS**

**Public Comments**

There being no additional comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Adams adjourned the meeting.

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

Tricia Adams  
Secretary/Assistant Secretary

Gregory M. Jones  
Chairman/Vice Chairman