

**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, **June 6, 2023** at 3:01 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 <i>by Zoom</i>	Chairman
Jennifer Tidwell	Vice Chairperson
Zabrina Sides	Assistant Secretary
Tom Zimmerman	Assistant Secretary
Roger Runyon <i>by Zoom</i>	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk PLLC
Maddie Flint	Kilinski Van Wyk PLLC
Alan Rayl <i>by Zoom</i>	District Engineer, 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 three Board members present in person constituting a quorum and two Board members joined 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.

Mr. Wayne Dunn, President of the HOA, (5561 Siltstone Street, Lakeland Florida) commented that they had had a lot of accidents on their entrance to Riverstone in the past three

June 6, 2023

Towne Park CDD

months and it seems to be getting worse. He also commented that they had a speed limit sign coming into Riverstone that is completely blocked by one of the trees by the lake and you can't see the speed limit. The third comment Mr. Dunn had was the grass being cut into the pond, which is making the pond look terrible.

Ms. Adams asked if anyone else would like to make a statement to the Board of Supervisors. Hearing none, she stated that there would be another public comment period at the end of the agenda. She closed this comment period.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the May 2, 2023
Board of Supervisors Meeting**

Ms. Adams presented the minutes of the May 2, 2023 Board of Supervisors meeting and noted a draft was found on page 5 of the agenda packet. She asked for any comments, corrections, or changes to the minutes.

On MOTION by Ms. Tidwell, seconded by Ms. Sides, with all in favor, the Minutes of the May 2, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-06
Appointing an Assistant Treasurer**

Ms. Adams presented Resolution 2023-06 to the Board. This is an administrative matter. She noted that this item was on page 13 of the agenda package. She explained that this resolution was appointing Darrin Mossing as Assistant Treasurer to the District. She explained that Darrin Mossing was the President of their organization, Governmental Management Services. She stated that this resolution allows Mr. Mossing the ability to assist the accounting staff with managing the financial records of the District. She noted that this was something that they were doing across the Board for all Districts in central Florida and staff recommended approval. She stated that she would be happy to answer any questions, should there be any.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, Resolution 2023-06 Appointing Darrin Mossing as an Assistant Treasurer, was approved.

June 6, 2023

Towne Park CDD

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2023-07
Updating Local Bank Signatories**

Ms. Adams presented Resolution 2023-07 to the Board. This is an administrative matter. She explained that most often with Community Development Districts, during the organizational meeting there is a resolution presented to assign the Treasurer or Assistant Treasurer and Secretary as signers on the District's financial bank account; however, that was not presented at the time that this District was organized. They did an audit of all Districts. Any Districts that were missing this resolution, they are getting it in place on the record. She stated that she would be happy to answer any questions, should there be any. Hearing none, she noted that staff did recommend approval.

On MOTION by Ms. Sides, seconded by Ms. Tidwell, with all in favor, Resolution 2023-07 Updating Local Bank Signatories, was approved.

SIXTH ORDER OF BUSINESS**Discussion of Events Request/Temporary
License Agreements**

Ms. Adams stated that there was a copy of an electronic mail message included on page 17 of the agenda packet. She explained that this email was provided by a resident of the District who was proposing that her business sponsors two activities near by the Riverstone pool area. She explained that this resident's proposed activities were July 15, 2023 Food Truck Rally and October 31, 2023 Trunk or Treat event. She noted that this business had previously had activities approved at the Riverstone pool area. The area was inspected before and after the event and there were no issues with any concerns with damages to the facilities or any trash or items being left behind. She stated that according to the business owner, the event went very well and was well received. She explained that they did receive some communication from the HOA manager regarding concerns that had been sent to them. She didn't know if it was the same person expressing to both organizations that they preferred not to have any activities at Riverstone pool, but they did receive one such message and she wanted the Board to be aware of that. She stated that typically there was a License Agreement that would be recommended by District Counsel, so she would defer to District Counsel to describe the License Agreement and the type of protections that were built into that for the District.

Ms. Hammock stated that it was very much like they all had seen before and that was what she would recommend with the food trucks a little bit more specific as to what types of food, no

June 6, 2023

Towne Park CDD

alcohol, etc. being expressly stated, but otherwise, that exact same agreement. She explained that if the Board approves these two events, they would be authorizing staff to prepare the License Agreements for both respective events and that would be sent to the business owner for execution. She stated that they would also notify the security staff at the pool, notify the HOAs, and work with their field management staff to make sure that the areas was ready for an event and that there are no concerns following the event.

Ms. Tidwell noted that she wanted to make sure that the events were only being marketed to the community and not being marketed outside of the community. Ms. Hammock responded that she could certainly add that provision to market the events to residents only.

On MOTION by Ms. Tidwell, seconded by Ms. Sides, with all in favor, Authorizing Staff to Prepare the License Agreements for Both Respective Events, was approved.

SEVENTH ORDER OF BUSINESS

Status of Roadway Repairs

Ms. Adams stated that this item was an update from staff regarding the status of roadway repairs. She explained that they have some public rights of way, some public roadways that would be transmitted to the City of Lakeland. Rather than accepting the roads piecemeal, the City of Lakeland wanted to wait until the end of the project. She noted that in the meantime there had been some wear and tear on the roadways, so the city was requiring road repairs before they will accept the roadway. She stated that they were hoping that they might have a proposal for Board members to review, but they were just not at that place. She explained that they would get updates from District Counsel, and they also have the District Engineer attending via Zoom, so they will get updates from both parties on the status of roadway repairs.

Ms. Hammock stated that they were in the process of working with vendors to solicit proposals for the scope of work. She also stated that they were working with the Engineer to refine that scope, so that they were making sure that really the only thing being proposed were those punch list items that the city has identified, not extra things that the construction company may throw in. She believed that Mr. Rayl was actively working on that.

Mr. Rayl stated that they were also trying to get specific work locations and quantities identified from the contractor that will go along with making sure they were only doing those repairs that were absolutely needed per the previous punch list items that had been identified and

June 6, 2023

Towne Park CDD

nothing more than that. He also stated that they were sharpening their pencil to improve their fees that were shown on their quotes to better align with what they had put together for budget numbers for those repairs.

Ms. Adams asked for any questions for Ms. Hammock or Mr. Rayl regarding the roadway repairs. Hearing no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated that she did not have anything additional beyond her update previously stated in this meeting, but she stated that she would be happy to answer any questions that the Board may have.

B. Engineer

Mr. Rayl stated that it was time for the annual Engineer's Report, and they were working on that, and it would be done next week. He noted that the submittal deadline for that was July 1st. Ms. Adams explained that the annual Engineer's Report was part of the requirements for the Trust Indenture related to the bond issues requiring an annual inspection of the District's property.

C. Field Manager's Report

Mr. Bailey presented the Field Manager's Report to the Board. He reviewed the report starting with the completed items on page 21 of the agenda package. He stated that they had some ponds in the back that had trash buildup and one pond with an abandon bike in it, so they cleared the bike and other debris from the pond. He explained that the vegetation from pond treatment floated to the top of some of the ponds and it had been removed out of the ponds. He noted that the palms have been trimmed up at the amenity centers. He stated that some of the pool tiles were damaged, and the pool vendor quickly came and replaced the broken and damaged tiles around the pool. He explained that the keypad at the amenity gate was ripped off and their security vendor came out the same day and fixed the amenity keypad. He stated that they had the maglocks installed at the Amenity 2 restrooms. He stated that they had the cypress trees removed on Peregrine Way.

Mr. Bailey reviewed the in-progress items starting with the update on the hydrilla in the large pond. He explained that the hydrilla was still being tracked and was dying. He noted that

June 6, 2023

Towne Park CDD

some spots might be going a little slower, but across this large pond, the hydrilla is dying off and they were treating it. He noted that they looked to be on track as the water goes forward.

Mr. Bailey addressed Mr. Wayne Dunn's questions starting with the question on the speed limit sign. He explained that it was marked as a task to be done by their maintenance team, but they have a lot of tasks and different Districts to deal with. He stated that they would be getting to it eventually and the hope was to possibly just move the sign in front of the tree so that it would be visible. The next question he addressed was the grass cutting at the ponds. He explained that they would make a note to tell the manager of the landscaping company to let his guys know again to make sure they blow the grass off the other way. Mr. Wayne Dunn noted his appreciation for Mr. Bailey addressing his questions. Ms. Adams addressed the comment made about additional lighting at the entrance stating that the City of Lakeland would be the point of contact for additional streetlights. She noted that the lights that were installed were at the direction of the City of Lakeland, and they also fund the maintenance of the lights. Ms. Tidwell stated that she knew that something was in place with the City of Lakeland to put the traffic light out there, but she didn't know when it was going to happen.

i. Consideration to Install No Parking Signs – GMS

Mr. Bailey presented a proposal to install no parking signs. He explained that at the last meeting they had a question on if there should be no parking signs in the Peregrine Way area because people were parking in that area. He noted that they also saw on Keaton Springs Drive that there seemed to be an issue with parking. He included a map at the lower end of the proposal marking off where the two signs would go on each of those points. He stated that the two parking signs would point to encompass the entire areas there on those streets. Ms. Tidwell asked if they could move the sign up a little that is next to the house on Peregrine Way. Mr. Bailey responded that they could and that this map was just to give a general idea and they could move it 10 feet one way or the other if they need to. Ms. Adams stated that what they were looking at was restricting parking on the District common area and it was not restricting parking on the roadway, which would be managed by the City of Lakeland. She further explained that this was restricting parking on the District property in a location where the District has adopted parking rules that prohibit parking overnight at the amenities as well as parking anywhere on CDD common areas, which

June 6, 2023

Towne Park CDD

were not designed for parking. She stated that this was an item that was ready for Board member discussion.

Mr. Jones stated that the crosswalk was supposed to be starting with Lakeland on June 19th. He also stated that he was at the Riverstone pool yesterday and the maglocks did not seem to be working. He asked if they could check on that. Mr. Bailey responded that he was at Amenity 2 just before he came to the meeting and he had to put the access in to open them, so he didn't have an issue with the maglocks. Mr. Jones stated that he was able to just open both up yesterday with no problems and throughout the whole weekend. Mr. Bailey stated that he would go back and double check to make sure.

Ms. Adams stated that on page 28 was the Proposal #286 from GMS and totaled \$707.76. She explained that it would be for the materials, the equipment, and the signage installed on the District property along Peregrine Way and the District property along Keaton Springs Drive. She noted that it would be alerting drivers that there was not parking in those areas. Mr. Jones asked, if they did decide to do this, if it be a good idea to add the tow company's name as well. Ms. Adams stated that Black Sheep Towing was the name of the service provider that the District had entered into an agreement with to enforce the District's parking rules with towing services. She noted that the owner of the company indicated that he was going to be doing an audit of the property to ensure that the proper signage was in place that would allow for him to tow both in accordance with the District rules as well in accordance with Florida statutes. She stated that he also had received a copy of this proposal so that he was aware in case he had any input regarding the verbiage on the signs. Ms. Tidwell asked if these two areas were already considered areas where they would be tow away zones. Ms. Adams responded yes. Ms. Tidwell noted concern that she didn't want to spend money if it was already a tow away zone and they were going to come put their signs out. Ms. Adams responded that she asked for the audit, but they didn't have the results of it yet. She explained that most often she saw with towing service providers with District parking rules is that they post signs at the community entrances notifying anyone who drives in the property that there were tow away zones and then it's incumbent on drivers to be aware of the parking rules. Ms. Tidwell asked if they had an ETA of when they were going to be doing that. Ms. Adams responded that she didn't. After Board discussion, it was decided to defer this until they get some feedback on the inventory and bring this item back to the next meeting. Ms. Adams stated that this was not a time sensitive matter, and they could certainly defer it.

June 6, 2023

Towne Park CDD

Ms. Tidwell stated that she was looking at the photos of Peregrine and the fences looked rough. Mr. Bailey responded that those fences were not theirs, they were the residents' fences. Ms. Sides responded that she was pretty sure that the fencing behind the homes was their fencing, and it was disgusting. Mr. Bailey stated that he would have to go back and check and make sure that those fences were within the District's boundaries and if they are, they will put it on the list for their team to come out and pressure wash them. He asked for clarification of the fence locations Ms. Sides responded that it was right behind the homes next to the monument area.

Ms. Tidwell asked if all the pond signs had been put up. Mr. Bailey responded that all their guys were out there today putting them up. Mr. Zimmerman asked if Mr. Bailey knew about some of the fence that got blown down last weekend in the back of the community. Mr. Bailey responded that he was not aware of that, but they would look into that.

D. District Manager's Report

Ms. Adams noted the status of a couple of items that they were in process. She explained that they had been working on an insurance claim related to property damage caused by Hurricane Ian. They have been notified that they should be receiving the check within a week. She noted that there was a \$10,000 deductible and one other minor issue, but ultimately the items that were on the insurance claim and eligible for insurance reimbursement was \$28,071.80. She added that they would be receiving that funding very soon and would deposit that into the District's account. She also stated that the application for the FEMA Grant for damages from Hurricane Ian was for expensive repairs that were not covered by insurance and FEMA suggested some remediation. She clarified that anything that wasn't covered by insurance was on the FEMA claim. She further explained that they had completed the claim and was just notified by FEMA that there was one more meeting this week to finalize something, but hopefully they will get a disposition on that very soon.

Ms. Adams stated that the Board recently approved some security improvements during closed session to enhance the monitoring of the pool amenities that was in process. The agreement has been prepared and fully executed. She noted that they do have a kickoff meeting with field management staff, District management staff, and the technology team for the security service provider next week. She explained that her understanding was that once that meeting happens, they were on about an eight-week timeline to implement that enhance security. She stated that the

June 6, 2023

Towne Park CDD

Board also requested some recalibration of the security service provider agreement to increase the onsite staffing at the pools to the best extent possible. She noted that there was an ability to schedule during the weekdays an additional short shift, which will be starting June 16th. Ms. Sides asked if they decided on the security at both. Ms. Adams responded that they decided in closed session, which was not subject to public disclosure, to eliminate the mobile patrols, which were happening at both locations, and to focus efforts on staffing Riverstone. She noted that they built some funding into the budget to determine if additional security is needed after this next set of security improvements are completely installed and monitored.

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 April 26, 2023 through May 26, 2023 was \$59,713.95.

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

ii. Balance Sheet and Income Statement

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

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

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

TENTH ORDER OF BUSINESS

Public Comments

Ms. Adams stated that this was the other section of the agenda where they take audience comments. She asked if anyone would like to make a statement to the Board of Supervisors.

Ms. Amanda Natalzia (5535 Arlington River) asked about the street signs for no parking. She couldn't hear what locations were on their list to review but asked them to consider the open space on Arlington. She further explained that people use it as an overflow every weekend for their driveways. The Board responded that they would look at it.

Mr. Richard Mace (3728 Peregrine Way) stated that he received a letter from the District Manager about the cypress trees on Peregrine Way that said the damaged trees would be taken

June 6, 2023

Towne Park CDD

down. He added that the non-damaged trees should be still standing, but they tore them down too. He explained that there were 13 homes there that they have talked with, and they want their property back unless they are going to put the landscape back. He asked if they see a golf cart or minibike on CDD property such as parking lots, could they be towed. With permission from Ms. Tidwell, Ms. Adams responded that there was no provision in the parking rules to tow dirt bikes or golf carts. She added that any properly licensed legal vehicle could park at the amenity center.

Sharmin & Greg Boyd (3807 Spruce Creek Drive) noted her question of concern was what the consequences were for those who break the rules at the amenity center. Ms. Adams responded that the District had adopted amenity policies that govern the use of the District facilities and anyone who violates the amenity policies was subject to progressive discipline, which would typically be a verbal warning, written warning, and could be suspension from the amenities with a time frame ranging between 7 days to a year depending on the level of egregiousness of the issue or for repeated violations. Ms. Sides suggested to call the police if they were seeing activity after hours such as vandalism.

Ms. Kim Zimmerman (6233 Dolostone Drive) stated that people were dumping at the end of Medulla Road again.

Mr. Adam Russell (5423 Arlington River Drive) asked about the closed-door session and if there was a timeline for sharing what the improvements will be. Ms. Hammock responded that there were very few things that could happen in government in Florida in closed session. She explained that one of those items was security and it was because every record of the District absent those with specific exemptions was public. If everybody knows exactly what security they have, what it is, where it is, and when it's happening, the savvy kids can pull minutes and would know how to subvert their system. For that reason, the specifics were not issued. She added with that said, they were there today, and they all heard that it was happening, and it was happening this month.

June 6, 2023

Towne Park CDD

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

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

Tricia Adams
Secretary/Assistant Secretary

Gregory M. Jones
Chairman/Vice Chairman