

**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, **August 1, 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>	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 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. Resident, Fred Winters, stated he had a couple of questions. Ms. Adams stated this is not a question/answer session but often times are addressed during the meeting agenda. Fred Winters (6264 Dolostone Dr) stated that there are things in the neighborhood that need attention, one is involving lakes and specifically the wetland preserve

August 1, 2023

Towne Park CDD

needs some attention. He noted there is a tree leaning over on the side of a road. He asked if the District issued a 30-year bond or is it multiple 30-year bonds.

THIRD ORDER OF BUSINESS

Public Hearing

Ms. Adams stated that there are two public hearings are scheduled tonight. The first regarding adopting the Fiscal Year 2024 budget and also a public hearing imposing a special assessment to fund the budget. Ms. Adams asked for a motion to open the public hearings.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Opening the Public Hearing, was approved.
--

A. Consideration of Resolution 2023-08 Adopting Fiscal Year 2024 Budget and Relating to the Annual Appropriations

Ms. Adams stated to members of the public, there are copies of the agenda as well as printed copies of the FY2024 budget as you enter the room. She noted the CDD for Towne Park is on a fiscal year which begins October 1st and ends September 30th so this budget that would start October 1, 2023 and run through September 30, 2024. She reviewed the general fund and narrative to explain in detail the various line items in the general fund but also reviewed the different bond issuances. She noted the District issued multiple bond series: a 2016 bond, 2018 bond, 2019 bond and 2020 bond. Lastly, she reviewed the Capital Reserve Fund. The first section of the General Fund is the revenue section. At Towne Park CDD, all of the property has been platted and all of the CDD assessments, both the annual operations and maintenance assessment and the debt service payment, are collected in the non-ad valorem section of the annual Polk County Property Tax Bill.

Ms. Adams stated that the budget also anticipates a small amount of other income that is primarily related to the rental of this amenity facility. The next section of the budget is the expenditure section. She noted the first part is the administration which is the overall operation of the District. She reviewed the various expenses associated with operation of the District and noted adjustments that have been made have been made to correlate to the actual spending. She noted various increases proposed over prior year, including a 3% increase proposed in the District's management fees and increased premium for public official's liability insurance and general liability insurance. She asked for any questions from the Board regarding the administration section. She stated the next section of expenses are related to the maintenance expenses for field

August 1, 2023

Towne Park CDD

and amenity. This is where the increases that more significantly impact this proposed budget. In the field expenditures, there is a proposed increase for property insurance, field management, and pond maintenance based on the 41 ponds that are part of the District's stormwater management system, as well as special treatments needed from time to time, and specifically, the line item related to right of way repairs in the proposed budget in the amount of \$180,000. She noted the CDD issued bonds to construct infrastructure including roadways. These roadways are intended to be conveyed to the City of Lakeland for the ownership and maintenance. She noted the City of Lakeland did not want to take ownership of the roads in phases, rather they wanted to wait until all of the roads were constructed and for those roadways to be conveyed at one time. She noted before the City will accept the roads, City staff inspected the roadways and created a punch list of items that must be completed before the City will accept the roadway. She stated the \$180,000 is the estimated amount based on the City of Lakeland punch list and work that the District Engineer has put into reviewing and fine tuning this punch list to the extent possible. She noted that the District will not have any roadway expenses in future years once the roadways are conveyed, as the roads will be maintained by the City of the Lakeland.

Ms. Adams reviewed line items for general repair and maintenance. She noted the columns for the adopted budget for FY 2023 as a comparison, actuals, and projections. She stated the District has spent almost double the budgeted amount for general repairs and maintenance in FY 2023, but she reminded Board members that is due to Hurricane Ian. The District has received some other revenue this year, not only from the amenity rentals but also the reimbursement from the insurance company. She stated the District did direct staff to submit a FEMA grant application for reimbursement of hurricane expenses. She noted that application is still in process and the District may recover more of these expenses that were not reimbursed by the District's insurance. She asked for any questions on the field expense portion of the budget. She noted the next section is the amenity expenditures, with increases on the utilities based on consumption fees and based on the rates that District staff have been notified of the electric and water supply. She noted increases in line items related to pool maintenance, janitorial services, security, and amenity access management and repair and reviewed other line items added to the budget at the Board's direction, such as pool furniture repair and replacement.

Ms. Adams noted the next section is regarding the Capital Reserve Account. During FY 2022, the Board directed staff to establish a Capital Reserve Fund which is used for major repairs,

August 1, 2023

Towne Park CDD

such as roof replacement, pool resurfacing, and playground replacement. The Board this year has directed staff to transfer out the budgeted amount as well as surplus funds that staff identified. She noted for FY 2024, because of the roadway repairs, the Board directed staff to reduce that transfer out to capital reserve in order to balance the budget and assessments. The Board has been discussing the Capital Reserves and has directed staff to bring back a proposal for reserve study during FY 2024. She noted there are 1,450 assessable units and the total net assessment of \$1,024,143.61 matches the revenue that is coming into the District. She noted the net assessment per unit is proposed to be \$706.31. This is the amount that the District would receive per unit. She noted the gross amount, which is the amount that residents will see included in the non-ad valorem section of their tax bill. She noted this is a proposed increase of \$121.37 annually per unit, which is keeping with the assessment amount that the Board reviewed during the proposed budget discussion. She noted the difference between the net and gross assessments.

Ms. Adams explained that the county charges an administrative fee in order to collect the CDD assessments on the tax bill, and they are allowed to do that per Florida Statute. She noted the difference between the net, what the District receives, and the gross is what residents and property owners see on their tax bill. The annual operations and maintenance assessment plus the debt service payments are aggregated on the tax bill. Property owners have the option to pay the debt service on their tax bill as an annual assessment or they can pay the debt service portion of the assessment off in lump sum. If anyone is interested in that, they can contact Ms. Adams and District management staff will provide the payoff information. She noted if people pay off the debt service in lump sum, that portion is removed from the tax bill going forward but all of the property in the District will be subject to the annual operations and maintenance assessments each year, as that assessment funds the ongoing operation and maintenance of the District.

The Board having no further questions, opened the public hearing for any public comments regarding the proposed Fiscal Year 2024 budget.

Fred Winter (6264 Dolostone Dr) inquired about the proposed road repairs for FY 2024 and ask if there is a contingency if that item completed in FY 2024. Ms. Adams stated that it was a project the Board is waiting for funding to begin. The District Engineer is working on a proposed scope that the Board will be presented with for review and approval imminently, then District staff will solicit bids for the work, and once approved by the Board, the successful bidder or bidders will work with District staff to schedule the work awarded. Ms. Adams stated that if there are

August 1, 2023

Towne Park CDD

overages there is a discreet amount of funding in the capital reserve fund that could be allocated to the project, if the Board directed the funds to be spent that way.

There being no more public comments, Ms. Adams reviewed Resolution 2023-08 noting that the resolution confirms that the proposed budget was transmitted to the local government, there was a public hearing set in accordance with Florida Statutes, the public hearing has been noticed in a paper of general circulation and on the website in accordance with the statutes. Attached to the resolution is the proposed budget and this resolution also addresses the appropriations for the general fund as well as provisions for budget amendments.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, Resolution 2023-08 Adopting Fiscal Year 2024 Budget and relating to the Annual Appropriations, was approved.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, Closing the Public Hearing, was approved.

B. Consideration of Resolution 2023-09 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Adams stated that this resolution authorizes collection of the assessments in accordance with the approved FY 2024 budget. Attached to the Resolution will be a copy of the FY 2024 Budget and a copy of the assessment roll.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Resolution 2023-09 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the July 11, 2023 Board of Supervisors Meeting

Ms. Adams presented the minutes of the July 11, 2023 Board of Supervisors meeting. She asked for any comments, corrections, or changes to the minutes. The Board had no changes to the minutes.

August 1, 2023

Towne Park CDD

On MOTION by Mr. Jones, seconded by Ms. Tidwell, with all in favor, the Minutes of the July 11, 2023 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing to report to the Board.

B. Engineer

Mr. Rayl stated that his staff are itemizing the work items and quantities that will go with the RFP that will be issued to solicit bids for the roadway repairs anticipated to be undertaken in the next fiscal year. They are also coordinating with District staff on easement encroachment issues which might be an ongoing item.

C. Field Manager’s Report

- i. Consideration of Proposal for Annual Aquatic Maintenance Service – Lake Doctors Inc.**
- ii. Consideration of Proposal for One Time Hydrilla Treatment – Lake Doctors Inc.**

Mr. Bailey reviewed the proposal from Lake Doctors and noted that the hydrilla proposal totaled \$4,100 and it is a one-time treatment that should largely eliminate the hydrilla with only about a 10% failure rate. He noted that in the future field staff would look to stock the pond with carp to help reduce the small amount of hydrilla that is left.

Ms. Adams suggested motioning to approve both Lake Doctor proposals effective October 1, 2023.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Proposal for Annual Aquatic Maintenance Service and One Time Hydrilla Treatment – Lake Doctors Inc. effective October 1, 2023, were approved.

iii. Consideration of Amenity One Gate Proposal – Gate Tech Inc.

Mr. Bailey noted the ongoing issues with the Amenity 1 gate. Ms. Adams reviewed the Gate Tech Inc. proposal that was included in the agenda package. After Board discussion, they decided to defer action at this time.

August 1, 2023

Towne Park CDD

iv. Consideration of Amenity One Fan Replacement – GMS

Ms. Adams stated that the fan blade replacement totaled \$568.78. The Board decided not to take action on this item at this time. Board direction was to remove the outdoor fans.

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 July 1, 2023 through July 22, 2023 was \$35,725.20.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Check Register for \$35,725.20, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams reviewed the unaudited financial statements through the end of June which were included in the agenda packet. She noted that there was no action required from the Board. She added debt statements showed the May interest and principal payments has been populated.

iii. Review of Fiscal Year 2024 Meeting Schedule

Ms. Adams reviewed the proposed meeting schedule for Fiscal Year 2024. The Board requested to move the time from 3:00 to 4:00 p.m.

On MOTION by Mr. Jones, seconded by Ms. Tidwell, with all in favor, the Fiscal Year 2024 Meeting Schedule at 4:00 p.m. (except those that are scheduled at 6:00 p.m.), was approved.

SIXTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Public Comments

Ms. Adams stated that this was the other section of the agenda where they take audience comments. A resident questioned about when the builder signs would come down.

August 1, 2023

Towne Park CDD

EIGHTH ORDER OF BUSINESS

Adjournment

There being no additional business, the Board adjourned the meeting.

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

DocuSigned by:
Tricia Adams
Secretary/Assistant Secretary

DocuSigned by:
Gregory M. Jones
Chairman/Vice Chairman