

**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, **October 3, 2023**, at 4:00 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
Tom Zimmerman	Assistant Secretary
Roger Runyon	Assistant Secretary
Zabrina Sides	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski   Van Wyk PLLC
Savannah Hancock	KVW Law
Alan Rayl <i>by Zoom</i>	District Engineer, Rayl Engineering
Allen Bailey	Field Services Staff, 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 and one via Zoom 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. There were no members of the audience wanting to comment at this time, so the next item followed.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of September 5, 2023,  
Board of Supervisors Meeting**

Ms. Adams presented the minutes from the September 5, 2023, Board of Supervisors meeting and asked for any comments, corrections, or questions. Hearing none, she asked for a motion of approval.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Minutes of September 5, 2023, Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Review of Survey Report Regarding  
Easement Encroachment in the Vicinity of  
Keaton Springs**

Ms. Adams noted that the survey results were included in the agenda package and the District engineer had reviewed the survey and would be reviewing the survey the Board at this meeting. Mr. Rayl summarized the survey for the Board and stated that it does represent that the fences were constructed along the rear lot lines within the existing drainage swale. The swale was built in accordance with the approved plans and permits and the rear 20 feet of those lots were intended to be reserved for the purposes of maintenance of that swale and drainage feature. As such, the area does need to be maintained as designed, installed, and permitted and his recommendation would be that the fences be required to be relocated outside the limits of the easements, so it is free to be maintained as needed. Board and staff discussed options at length. Board directed staff to send a letter to HOA manager bringing the encroachment issue to their attention and informing the HOA manager that the District will be reviewing a letter requiring the removal of the encroachment at their next Board meeting. The Board also asked to add *Consideration of Letters to Property Owners Regarding Encroachment into Drainage Easement* to the next month's agenda.

**FIFTH ORDER OF BUSINESS****Approval of November 4<sup>th</sup> Food Truck  
Event**

Ms. Adams stated that the Board had previously approved certain special events to be facilitated by Karen Pagan under the form of a license agreement. The Board approved a food truck event in the past. Ms. Pagan is requesting to have another food truck event on November 4, 2023. She also wanted to inform the Board that the movie night that was approved by the Board

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will now be canceled due to a scheduling conflict. Ms. Hammock noted there is already a form of agreement from the previous food truck event and if approved by the Board, staff will amend the agreement to reflect the new date.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the November 4<sup>th</sup> Food Truck Event, was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Approval of License Agreement with Riverstone Towne Park Phase 1-6 HOAs to Use Amenity Center for Meetings**

Ms. Adams stated that they are asking the Board to consider a license agreement with Riverstone Towne Park Phase 1-6 HOAs to hold HOA meetings at the clubhouse with no fee at dates that will be coordinated with the amenity access control. District counsel is recommending a one-year agreement that automatically renews each year. Having the license agreements in place offers the district indemnification and the protections needed. Ms. Hammock added that she will bring back the similar agreements with other district and HOAs for use of facilities. When these are finalized, they will bring them back to the next Board meeting for review and ratification.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the License Agreement with Riverstone Towne Park Phase 1-6 HOAs to Use Amenity Center for Meetings, was approved.

#### **SEVENTH ORDER OF BUSINESS**

#### **Approval of Proposal for FY2023 Auditing Services with McDirmit Davis**

Ms. Adams presented the annual engagement letter with McDirmit Davis for auditing services for Fiscal Year 2023. She added that previously the Board had met as the audit committee and the audit committee recommended McDirmit Davis which resulted in a five-year agreement with that auditing firm. The proposed fee for FY2023 is \$4,100 which is in accordance with the amount the District has budgeted for. Ms. Adams offered to answer any questions. Hearing none, she asked for a motion of approval.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the FY2023 Auditing Services with McDirmit Davis, was approved.

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**EIGHTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Hammock had nothing additional to report to the Board. She introduced Ms. Savannah Hancock, a new associate to her firm, to the Board and thanked them for letting Ms. Hancock come to observe the Board meeting.

**B. Engineer**

Mr. Rayl had nothing new to report on the roadway repairs and stated they are still having some back-and-forth dialogue with the city and the developer. He also stated that they were requested to look at an area with standing water at 5636 Siltstone. He continued to describe the intricacies of the drainage structure and how it is supposed to work. They have surveyed the area and found that a sump is higher than the top of the structure in the wetland and the recommendation is constructing a swale in the area that provides hydraulic connection between the sump and the service water outfall which should reduce the amount of standing water in that sump and bring the wetland down to its appropriate state.

Ms. Adams asked if there was a time sensitivity to the repair, and Mr. Rayl noted that it would have been nice to get the repair done before the wet season but as we are coming towards the end of that there is no time sensitivity at this time. The Board directed staff to gather proposals and bring them back for consideration at a future meeting. There being no other questions for Mr. Rayl, the Chairman excused him from the meeting.

**C. Field Manager's Report**

Mr. Bailey presented the field manager's report which can be found in the agenda package. Complete items included:

- Pool tile replacements at amenity one.
- The covered lanai at amenity two was cleaned and pressure washed.
- Door closer at amenity two for the women's restroom was replaced.
- Pressure washing of the playground at amenity two.
- Wooden bridge between Siltstone and Arlington River was sealed.
- Erosion on pond bank was repaired to mitigate further damage.
- Fence repairs on Medulla.

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Mr. Bailey offered to answer any questions the Board may have, and discussion continued about some of the completed items. There being nothing else for the field manager, the next item followed.

**D. District Manager's Report**

**i. Approval of the Check Register**

Ms. Adams presented the check register to the Board from August 23<sup>rd</sup> through September 19<sup>th</sup> totaling \$92,660.58 from the general fund. Ms. Adams offered to answer any questions concerning the check register and asked for a motion of approval.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Check Register for \$92,660.58, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Adams reviewed the unaudited financial statements through the end of August and the combined balance sheet with a review of the status of the general fund along with the prorated budget compared to the actuals. No action is required, and this is for informational purposes only.

**iii. Ratification of Requisition No. 109**

Ms. Adams presented the request for the Series 2020 project in the amount of \$300. It has been processed and a motion to ratify is requested.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, Requisition No. 109, was ratified.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Adams asked for any Supervisor's requests. Mr. Bailey reported that he did walk with Lake Doctors to check the health of the plants and their recommendation is to wait one more month to establish before the lake is treated for invasive species. The Board agreed with the recommendation of Lake Doctors.

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The Board asked about the Hurricane payment from FEMA and Ms. Adams stated that they have been notified that the representative that was working on the project has left and there was a new person assigned to their project.

**TENTH ORDER OF BUSINESS**

**Public Comments**

Ms. Adams stated that this was the other section of the agenda where they take audience comments. Mr. Don Stidham (5259 White Egret Ln) had a comment about item number six. He stated that it reads as if Phase 1 HOAs would be meeting at the clubhouse and asked if that was worded wrong. Ms. Adams stated that that verbiage came from Riverstone Towne Park HOA directly. Kim Zimmerman (6233 Dolostone Dr.) asked about the pool chair and the Board discussed different options with Mr. Bailey. Proposals and options will be gathered and brought to a future meeting.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no other 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