

**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, **December 19, 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:

Tom Zimmerman	Assistant Secretary
Roger Runyon	Assistant Secretary
Zabrina Sides	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Monica Virgen	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski   Van Wyk PLLC
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 three Board members present in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams noted this time was an opportunity for any members of the public to make a statement to the Board of Supervisors.

Lynn Thompson commented on sprinklers spraying the playground equipment.

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of November 7, 2023,  
Board of Supervisors Meeting**

Ms. Adams presented the minutes from the November 7, 2023 Board of Supervisors meeting and asked for any comments, corrections, or questions. She noted the minutes had been reviewed by district management staff and district counsel. Hearing no changes from the Board, she asked for a motion of approval.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, the Minutes of November 7, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of 2024 Community Events  
Organized by Keren Figueroa- Pagan**

Ms. Adams noted this was a proposal for four events in the community. The new event was the end of school summer bash and food trucks. She noted in the past it was recommended for these events to have a license agreement. It was suggested to obtain more details about the end of school summer bash before approval. This item was deferred to the February meeting.

**FIFTH ORDER OF BUSINESS**

**Ratification of Data Sharing & Usage  
Agreement with Polk County Property  
Appraiser**

Ms. Adams stated this item was already processed. She noted this is presented to the Board each year and some people may be exempt from Polk County public records. This agreement will hold those records exempt.

On MOTION by Ms. Sides, seconded by Mr. Runyon, with all in favor, the Data Sharing & Usage Agreement with Polk County Property Appraiser, was ratified.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock reminded the Board about the ethics training requirement and noted that she will send links for this 4-hour training required by each Board member. The Board was reminded of deadline for meeting the requirements.

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**B. Engineer**

**i. Discussion of Proposal for Right of Way Repairs**

Ms. Adams noted the intention has always been once the roads were constructed the City of Lakeland would own and maintain all of the roads. She added the roads have been inspected by the city and they identified areas that needed to be addressed. The city provided a list of items to be addressed before the turnover.

Ms. Adams provided an overview of the proposals. The first with QGS in the Riverstone area and is identified as Work Order #7 – 5850 for a total of \$190,519.53. The second proposal is identified as Work Order # 7-5851 in the Towne Park area and is for a total of \$66,051.21. The combined total for the two Work Orders is for \$256,571.

Mr. Rayl noted there had been a lot of research on these projects based upon the walkthrough in the Spring. He added these work order should bring them ready for turnover. He provided an overview of the specifics of the work to be completed, and noted the funds are available to complete the projects. He stated QGS will hold the prices until work can be done. It was asked for a timeline as to when it will start and how long it will take. He replied, if approved today, it is anticipated to start work in January and take 1 week to completed everything. It was asked when will the city take over and it was noted the city should do a final work through and then proceed with determination of substantial completion at the end of January. It will then be in review of our District Counsel will bring to the Board for final.

Ms. Adams explained the budgeting process and noted the funds were available. She explained the funds will be pulled from construction funds first, and then will pull from the adopted O&M budget of \$180,000 and after that pull from Reserves, if necessary. She further noted when the work is done an invoice will be issued to Richmond America for the \$33,000 that will be received back to miscellaneous revenue. Ms. Adams noted the Capital Reserve fund as of October is at \$81,816.

Ms. Adams ask suggested the Board take action to approve the proposals as presented for QGS for the Right of Way repairs.

On MOTION by Mr. Zimmerman, seconded by Ms. Sides, with all in favor, the Proposals for ROW Repairs from QGS, was approved.

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Ms. Adams suggested approving any documents needed and delegating the authority to the chair and to sign any documents necessary.

On MOTION by Ms. Sides, seconded by Mr. Runyon, with all in favor, Authorizing the Chair to Execute Any Necessary Documents Needed for this Project, was approved.

**ii. Discussion of Stormwater Repair Near Siltstone**

Mr. Rayl stated he will request a few other contractors for a quote. This item will be differed and added to the February meeting agenda.

**C. Field Manager's Report**

Mr. Bailey presented the Field Manager's Report to include the men's' restroom repair, landscaping completion, sidewalk edged, vegetation cleared, and the lake treated for vegetation. Fish release is to be discussed. There was a question about the Riverstone pool key card and obtaining other proposals for other pools. The Board ask for a proposal on other key fobs.

**i. Consideration of Medulla Road Close Off Options (2)**

Mr. Bailey presented the proposal options to walk the road. The first option uses delineators. It was noted they are like others in the community and will not damage the road. This is for \$1,343.67 The other option will damage the roads using a chain and having drill holes in the asphalt. The discussion was held on which option was the best route to proceed. It was suggested to defer this item. There were concerns voiced the city would not take responsibility and illegal activity in the area.

The Board decided to defer this item.

***\*District Engineer left the meeting at 4:38 p.m.***

**ii. Consideration of Proposal from Prince & Sons for Hostile Vegetation Landscape Enhancements**

Mr. Bailey presented the proposal options for vegetation landscaping near the playground area to defer jumping. Option 1 from Prince & Sons was for 7-gallon plants and options for size and color on the red (outside) area only at \$6,559. The other option was to add the yellow area for \$10,402. Option 2 for a larger plant with 15-gallon plants was for \$10,273 and for adding the

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yellow will \$16,336. Discussion was held on allocation of 35,000 for the year, option to extend the fence, size of plants, vegetation planted to touch each other to create a barrier, timeline, and liability, Ms. Hammock stated she didn't want to speculate on liability. She added it is permissible. It was noted this would come from the Landscape Enhancement fund.

After discussion the Board decided to go with the 1<sup>st</sup> option for \$6,559 on the red area and to allow the Field Manager to confirm size of plantings to create the barrier. This approval will delegate authority to the Chair to execute.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, the Proposals for \$6,559 Contingent On Field Manager Confirming that Bushes will be Touching and Creating a Complete Barrier and Delegating Authority to the Chair to Execute, was approved.

#### **D. District Manager's Report**

##### **i. Approval of the Check Register**

Ms. Adams updated the Board on the FEMA grant application with tentative approval. She noted they have a meeting to discuss further steps and timeline.

She presented the check register to the Board from October 1, 2023 through November 21, 2023 totaling \$80,666.15 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 Ms. Sides, seconded by Mr. Runyon, with all in favor, the Check Register, was approved.

##### **ii. Balance Sheet and Income Statement**

Ms. Adams reviewed the unaudited financial statements. She discussed a transfer out as future action and a Reserve Study process with a timeline. She added no action is required, and this is for informational purposes only.

##### **iii. Ratification of Requisition No. 108-113**

Ms. Adams presented the requests for the bonds from the construction accounts and noted they have been processed. She noted they are just looking for a motion to ratify.

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On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, Requisition No.108-113, was ratified.

**iv. Update on Public Safety Communication at Amenity Center 1/ White Egret Ln. Bus Stop**

Ms. Adams reviewed the closed security session held at a previous meeting for options for improving the security. She explained the amenity access services for the process. The 1<sup>st</sup> option was consideration of school crossing guards and will report information back to the Board. She explained the work with the police department and as a result a police officer observed the bus stop and witnessed boisterous activity. An email from Lakeland Police department was sent out for parents to govern their children. Other information will be presented at another time. She noted it was suggested to possibility to move the bus stop.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

Ms. Adams asked for any Supervisor’s requests. She noted the next meeting is scheduled for January 2, 2024. She noted discussion with the Chairman, and he had suggested to cancel the January 2<sup>nd</sup> meeting and meet on February 6, 2024.

Mr. Zimmerman mentioned landscape issues brought to him by homeowner’s property improvement. Mr. Adams suggested to reach out to city and the HOA to provide a statement on landscape ordinances and right of ways.

Another comment was made on holiday lights and to improve the current decorations. Amounts were discussed for the future budget planning.

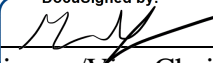
**EIGHTH ORDER OF BUSINESS**

**Adjournment**

Having no other business, the Board adjourned the meeting.

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

DocuSigned by:  
  
Secretary/Assistant Secretary

DocuSigned by:  
  
Chairman/Vice Chairman