

**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 4, 2024**, 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 <i>by Zoom</i>	Chairman
Jennifer Tidwell	Vice Chairperson
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 <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Alan Rayl <i>by Zoom</i>	District Engineer, Rayl Engineering
Clayton Smith <i>by Zoom</i>	Field Operations, GMS
Alan Messing	SwimKids USA

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 4:01 p.m. and called the roll. All five Board members are in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

- Cat Annesku 4340 Pumice Dr – Swarms of flies in community. Contacted Polk Co. County confirms issue with sewers outside that need to be treated. Ms. Adams noted pest control

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issues are private property matters. The City of Lakeland owns and maintains the sewer system so the City of Lakeland Utility Department may be helpful with that.

THIRD ORDER OF BUSINESS

Approval of Minutes of May 7, 2024 Board of Supervisors Meeting

Ms. Adams presented the minutes from the March 5, 2024 Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Zimmerman, seconded by Ms. Sides, with all in favor, the Minutes of the May 7, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Proposals for Reserve Study

Ms. Adams presented the first proposal from Reserve Study Institution with a retainer fee of \$3,900 and the other proposal is from Reserve Advisors with a retainer fee of \$5,975/total cost is \$11,950. If the Board wants to undertake the study, it could be funded out of the reserves. She recommended Reserve Advisors as the benchmark organization as they provide an excel spreadsheet with the report that can be updated. It is a financial planning tool but is not a requirement. The result of the reserve study would be a detailed reserve report including all of the assets of the District and a 50-year spending plan on when certain elements would be expected to need to be replaced and forecasting future costs. The Board decided to table this is item to a future meeting.

FIFTH ORDER OF BUSINESS

Consideration of Revised Agreement with SwimKids USA

Ms. Adams stated Ms. Hammock has been updating an agreement based on an agreement with this organization at another location. This would be for swim lessons potentially offered in 2025. Ms. Hammock noted if a full class cannot be achieved with patrons of the District only instead of opening up to nonresidents, the class would be cancelled. Mr. Messing stated there would never be more than 5 kids per class per half hour, 8 a.m. until 12:30 p.m. about 32 kids per day. A study performed in the community showed more people in favor of swim lessons. A Board member expressed concern of allowing people that do not live in the community. Ms. Hammock

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asked for direction from the Board if nonresidents would be able to participate for a \$25 fee if there is any swim lesson that cannot reach capacity with residents. Ms. Hammock will bring revisions back to the Board for final review.

SIXTH ORDER OF BUSINESS

Presentation of Fiscal Year 2023 Financial Audit Report – ADDED

Ms. Adams stated a copy of the audit is in the agenda packet on page 123. The independent auditors report showed no findings or prior year findings.

On MOTION by Ms. Sides seconded by Mr. Zimmerman, with all in favor, Accepting the Fiscal Year 2023 Financial Audit Report, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing further to report.

B. Engineer

Mr. Rayl noted they received a request to review the easement encroachment and submitted that response back to District Manager this afternoon.

i. Evaluation of Keaton Springs Drainage Swales/Easement and Status of Recommended Repair

Mr. Rayl stated he tried to take some topographic elevations along the route of the swale 10-11 lots that have the easement on them. Elevations were taken on each lot boundary line. There was no obvious disturbance as far as flow being impeded in the flow line grades that they shot. There is the ability for water to drain to the east to pond 7. They didn't see any significant low spots. There is positive drainage overall from West to East. He suggested the District refer back to the survey firm that did the original encroachment survey because when taking the elevations, it appeared potentially not all fences were entirely removed from the easement. He recommended the original surveyor go back and update their survey. The Board authorized staff to reach out to the original surveyor to get updated survey on encroachments. Mr. Rayl would like to get it confirmed that they either cleared the 20 ft. or not.

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C. Field Manager’s Report

Mr. Smith presented the Field Manager’s Report on page 122 of the agenda.

i. Consideration of Pond Vendor Proposals

Mr. Smith presented quotes from vendors for aquatic services. Lake Doctors would continue the same services they already provide with a slight increase with some treatment regimens added to some small sump ponds behind amenity 2 as well for \$4,000 per month. The two additional quotes are from Aquatic Weed Management and Steadfast. Steadfast is at \$5,415 a month for comparable services and will treat Hydrilla 10 ft off the pond back. Aquatic Weed Management offered two proposals, one at \$4,700 a month including full Hydrilla treatment and regular aquatic maintenance on every pond except the large pond. The second one at \$5,500 per month includes everything, all-inclusive treatment and all ponds with Hydrilla throughout the community. He noted what Lake Doctors is doing is not working.

He noted one quote for the barriers at \$2,700 and a price up of the fish \$9 per fish with 20 fish per acre, that is about \$180 per acre which puts them at about \$3,600 for the big pond alone. Adding the other smaller ponds adds in even more so they are almost at \$10,000 for the fish. Downsides of the fish is they selectively eat and could eat the Hydrilla in patches. The carp could eat the other plants in the ponds. Mr. Smith recommended a comprehensive treatment program for the ponds that have Hydrilla. Clayton will look into adding eel grass to the contract.

On MOTION by Mr. Runyon, seconded by Ms. Sides, with all in favor, the Proposal from Aquatic Weed Management, was approved.

D. District Manager’s Report

i. Approval of the Check Register

Ms. Adams presented the check register on page 189 of the agenda from April 1st through April 30th, 2024 totaling \$34,472.57. Immediately following the register is a detailed run summary.

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

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ii. Balance Sheet and Income Statement

Ms. Adams reviewed the unaudited financials through April 30, 2024 on page 195 of the agenda. The District is fully collected.

SEVENTH ORDER OF BUSINESS

Supervisors Requests

Ms. Adams asked for any Supervisor’s requests. Hearing no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Closed Security Session

Ms. Adams closed the meeting for discussion on security.

NINTH ORDER OF BUSINESS

Board Action Related to Security Services

On MOTION by Ms. Sides seconded by Mr. Zimmerman, with all in favor, the Two Proposals Related to Security Services, was approved.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

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

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Tricia Adams
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Secretary/Assistant Secretary

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[Signature]
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Chairman/Vice Chairman