

**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, **July 2, 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 *by Zoom*
Jennifer Tidwell
Tom Zimmerman
Roger Runyon
Zabrina Sides

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Tricia Adams
Meredith Hammock
Patrick Collins
Alan Rayl *by Zoom*
Allen Bailey

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
District Engineer, Rayl Engineering
Field Operations, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and called the roll. Four Board members were in attendance in person, constituting a quorum. Mr. Jones joined by Zoom.

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. There is an additional comment period when the budget is adopted.

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Towne Park CDD

THIRD ORDER OF BUSINESS

**Approval of Minutes of June 6, 2024
Board of Supervisors Meeting**

Ms. Adams presented the minutes from the June 6, 2024 Board of Supervisors meeting and asked for any comments, corrections, or changes. These meeting minutes have been reviewed by District Counsel and District Management.

On MOTION by Ms. Tidwell, seconded by Mr. Zimmerman, with all in favor, the Minutes of the June 6, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

Ms. Adams asked for a motion to open the public hearing regarding the budget.

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

Ms. Adams presented Resolution 2024-06 which adopts the proposed budget for Fiscal Year 2025. This resolution memorializes that 60 days prior to today’s public hearing the proposed FY 2025 budget was provided to Polk County and the City of Lakeland and has been noticed in accordance with Florida Statutes, as well as published on the District’s website. The proposed gross per unit assessment is the same as the current assessment so no increase in O&M fees is contemplated for FY 2025. She asked for any comments regarding the proposed budget. Hearing no public comments, she asked for a motion to close the public hearing.

On MOTION by Ms. Tidwell seconded by Ms. Sides, with all in favor, Closing the Public Hearing, was approved.

A. Consideration of Resolution 2024-06 Adopting Fiscal Year 2025 Budget and Appropriating Funds

Ms. Adams noted this resolution will adopt the Fiscal Year 2025 budget and has permissions for the appropriation of funds as well as budget amendments if required in the future. She asked for a motion to adopt Resolution 2024-06.

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On MOTION by Ms. Tidwell seconded by Mr. Zimmerman, with all in favor, Resolution 2024-06 Adopting Fiscal Year 2025 Budget and Appropriating Funds, was approved.

B. Consideration of Resolution 2024-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Adams stated now that the proposed budget is approved, it needs to be funded. The way to fund the budget is utilizing the Polk County property tax bill by imposing special assessments and including those non-ad valorem special assessments on the non-ad valorem property section of the property tax bill. Attached to this resolution is a copy of the adopted budget for FY 2025 as well as a copy of the tax roll.

On MOTION by Ms. Sides seconded by Mr. Runyon, with all in favor, Resolution 2024-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

Discussion of October Community Events

Ms. Adams noted a request from Keren Figueora Pagan has been made for Pumpkin and Portraits at the clubhouse and a request from Lakeland Family Church for a fall fest on October 26th. Both organizations have previously scheduled special events and were granted a license agreement. Approval of these events would be implicit of District Counsel preparing a license agreement that has insurance requirements, indemnification requirements, and other requirements. Both organizations have cleaned up following their events with no issues with damage to property. If the Board wants to approve these events, they will move forward with preparing the license agreements.

On MOTION by Ms. Sides seconded by Mr. Runyon, with all in favor, the October Community Events, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock introduced Patrick Collins from her office to the Board. Supervisor Zimmerman and Supervisor Sides did qualify for their seats, meaning they are running unopposed. Seat #5 was up for general election, but no one applied. That seat will effectively be vacant

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November 19th. She confirmed the Zoom ethics training workshops on July 29th and September 30th from 5:30 to 7:30 p.m. She informed the Board of a new requirement for special CDDs to develop and adopt goals and objectives that must be adopted by October 1st.

B. Engineer

Mr. Rayl stated the fence removal took place along rear lots 7-17 to get out of the 20 ft. rear yard drainage easement which was put in place for a rear yard drainage swale. Survey elevations were taken on the ground and there is positive drainage through that swale section to the stormwater pond. There is hydraulic relief from the upper end of lot 7 on the West end near the curve of Keaton Springs down to the East end where the stormwater pond is. Water that does get into the swale will have the ability to make its way to the stormwater ponds in the condition that it is in right now. The CDD is responsible for maintenance of the swale in accordance with the water management district permit requirements. He suggested observing it for performance. As they are going into the rainy season, if water is not moving out quickly enough, a couple of areas can be looked at for additional maintenance. The surveyor was asked to update their survey to identify any encroachments that still remain in the 20 ft. drainage easement. Lot 7 did remove their fence and installed a new fence across the fence limits outside of the easement by over 3 ft. Lot 9 did not quite clear the easement, but the back fence line is open. Lots 12 & 13 did not clear the easement and re-fenced in the easement. Ms. Sides asked if a fence is installed 3 ft. in the drainage swale, does it impede the function of drainage. Mr. Rayl noted the first 3-4 ft going into the drainage easement is the upper part of the slope of the swale and does not participate much in the function of the swale. Ms. Hammock suggested taking time to evaluate that question and the fact there is a fence in there at all would potentially expose the District to noncompliance. Additionally, trying to treat every resident the same.

C. Field Manager's Report

Mr. Bailey presented the Field Managers Report. He noted they are waiting for the contract to end with the current aquatics vendor and the new vendor is waiting to take over. The new vendor has been briefed about the situation within the ponds. The bougainvillea's have flushed out and the landscaper suggested using trellises. Mr. Bailey confirmed the Board wanted to move forward with the trellises.

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- Resident commented the grass outside of the fence is very tall, whose responsibility is it to weed wack? Mr. Bailey noted they try to stay about 6 inches off the fences and spray. A tree that is bent over needs attention.

D. District Manager’s Report

i. Approval of the Check Register

Ms. Adams presented the check register on page 72 of the agenda from May 1st through May 31st totaling \$124,055.81. Immediately following the summary is a detailed register.

On MOTION by Ms. Tidwell, seconded by Mr. Runyon, with all in favor, the Check Register totaling \$124,055.81, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams reviewed the unaudited financials through the end of May. As of the end of May, the District was fully collected on assessments.

iii. Adoption of District Goals and Objectives

Ms. Adams stated this was included in the agenda packet provided last week. On page 94, there is an overview that lays out the new statutory requirement. The deadline to comply is October 1st. GMS has prepared some goals and objectives based on the new requirements. A report is required by December 2025 to assert whether the District did or did not achieve these goals.

On MOTION by Ms. Sides, seconded by Ms. Tidwell, with all in favor, the Adoption of District Goals and Objectives, was approved.

iv. Review and Approval of Fiscal Year 2025 Meeting Schedule

Ms. Adams proposed the same meeting date, the first Tuesday of the month with meetings held at 4:00 p.m. except for the ones noted to be held at 6:00 p.m. which are December 3rd, March 4th, May 6th and August 5th.

On MOTION by Ms. Tidwell, seconded by Mr. Runyon, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

SEVENTH ORDER OF BUSINESS

Supervisors Requests & Public Comment

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Ms. Adams asked for any Supervisor’s requests or public comments.

Resident commented on an unclear email sent out regarding an easement on Red Fern Lane and asked if it was for drainage of the canal. Ms. Adams noted a resident submitted an application for an easement variance that was denied and requested to appeal but deferred to a future meeting regarding a fence being installed into an easement in favor of the CDD. The resident commented on an erosion issue. Mr. Bailey will get with the resident after the meeting.

EIGHTH ORDER OF BUSINESS

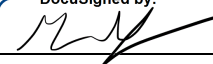
Adjournment

Ms. Adams adjourned the meeting.

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

Signed by:

Secretary/Assistant Secretary

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Chairman/Vice Chairman