

**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 6, 2024**, 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 <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 <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Alan Rayl	District Engineer, Rayl Engineering
Allen Bailey	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. Supervisor Tidwell 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. There being no comments, the next item followed.

August 6, 2024

Towne Park CDD

THIRD ORDER OF BUSINESS**Approval of Minutes of July 2, 2024 Board of Supervisors Meeting**

Ms. Adams presented the minutes from the July 2, 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. The Board had no changes to the minutes.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Minutes of the July 2, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Review of Updated Survey in the Vicinity of Keaton Springs**

Ms. Adams noted that this is an issue that the Board has reviewed on several occasions. The District management team was contacted by residents of Keaton Springs who were having trouble with drainage and proper flow of water from their backyards. It was discovered that there were several fences and other hardscape installed in the District's drainage easement. In order to restore the easement to proper waterflow, the Board directed that the encroachments should be removed. There were letters that were provided to the property owners requiring removal of the encroachments. There was a secondary inspection by District Engineer. During that inspection, he perceived that it is possible that there are still encroachments in the area. The Board then authorized staff to secure an additional survey. That survey is published in the agenda package for Board review.

Mr. Rayl summarized that report for the Board including lots that moved or removed fences and noting lots that have not cleared the 20-foot easement. Ms. Hammock stated that if there are going to be any encroachments remaining in an easement, she recommends, at minimum, there be a license agreement between the District and the owner setting out the terms of the use of that easement, like the license agreement for other easement variances authorized by the District. She offered to answer any questions from Board members and discussion continued. Board consensus was to defer this matter to a future meeting until they can gather more information and feedback from property owners.

August 6, 2024

Towne Park CDD

FIFTH ORDER OF BUSINESS**Discussion of Easement Appeals**

Ms. Adams noted that in April the Board adopted a policy whereby property owners who wanted to install hardscape into an easement in favor of the District, would have the opportunity to apply for an easement variance. If an easement variance is granted by the District, there would be a recorded agreement that would be filed with the county records protecting both the District as well as the property owner. There have been several applications in the recent months.

A. 4176 Red Fern Lane

Ms. Adams presented the application for 4176 Red Fern Lane and noted that the materials are included in the agenda packet on page 15. Mr. Michael Lucido, the property, owner spoke on his request to the Board. The District engineer had previously reviewed the plans and on June 4th provided a letter of recommendation to deny the easement variance. He is now appealing the denial and after his presentation to the Board there was lengthy discussion followed by a motion to revoke the denial and approve the installation of a fence subject to agreement of the terms prepared by District Counsel.

On MOTION by Ms. Sides, seconded by Mr. Jones, with all in favor, Revoking the Denial for 4176 Red Fern Lane and Approving Installation Subject to Agreement Terms, was approved.

B. 5287 White Egret Lane

Ms. Adams stated that the resident was in attendance via Zoom and Mr. Ben Hardin presented his easement appeal for 5287 White Egret Lane. The communication and letters from the resident and staff are provided in the agenda package. Mr. Hardin spoke to the Board regarding their reasoning for a fence. After discussion, the Board's suggestion would be for the resident to resubmit an application for a fence design with the provided encroachment information. No action was needed at this time. As staff has already collected the \$75 application fee from Mr. Hardin, he will not need to pay another fee for the resubmission. As long as the resubmission meets the discussed conditions, the Board agreed that District staff was authorized to approve the encroachment subject to agreement terms.

August 6, 2024

Towne Park CDD

C. 5320 White Egret Lane

Ms. Adams presented the easement appeal from Mr. Patrick Miller and Ms. Kelcey Paris who were in attendance in person while Mr. Mark Paris attended via Zoom. After Board and staff discussion with the residents the Board agreed to revoke and approve installations subject to agreement terms provided by District Counsel.

On MOTION by Ms. Sides, seconded by Mr. Jones, with all in favor, the, Revoking the Denial for 5320 White Egret Lane and Approving Installation Subject to Agreement Terms, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Agreement for August Food Truck Event – ADDED

Ms. Adams noted that the request from the vendor can be found in the agenda packet, and she is requesting to use CDD property for the purpose of a food truck rally on August 31st from 11:00 a.m. until 1:30 p.m. Included in the agenda packet is the standard form license agreement that has been used for previous food truck events that the Board has approved in the past.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, the Agreement for August Food Truck Event, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing further for the Board and offered to answer any questions. There was a question about existing fence encroachments and Board direction was for staff to start identifying all easement encroachments that have been brought to the Board’s attention as recommended by District Counsel.

B. Engineer

Mr. Rayl stated that there was a reminder on his calendar for a six-month walk through on the roadways as part of the right of way conveyance from the District to the City. He advised there is no longer a need for that due to the warranty being assigned to the City.

C. Field Manager’s Report

Mr. Bailey presented the Field Manager’s report which can be found in the agenda package.

August 6, 2024

Towne Park CDD

i. Consideration of Proposal for Solar Lights at Amenity 2

Mr. Bailey presented the proposal for solar lights around the amenity to help with nighttime security. He presented a map with the locations of the lights with a total cost of \$2,426.25. After Board discussion there was a motion of approval.

On MOTION by Mr. Runyon, seconded by Ms. Sides, with all in favor, the Proposal for Solar Lights at Amenity 2, was approved.

ii. Consideration of Proposal for Front Entrance Landscape Enhancement

Mr. Bailey presented a proposal from Prince & Sons for front entrance landscape enhancements. There was no action at this time. Mr. Bailey will bring other options to a future meeting.

iii. Consideration of Proposal for Medulla Landscape Enhancement

Mr. Bailey presented a proposal for Medulla landscape enhancements. No action was taken at this time. Mr. Bailey will come back with other options for enhancements and the Board will consider them at a later date.

iv. Consideration of Proposal for Table/Bench Frame Replacement

Mr. Bailey presented the proposals for the table/bench frame replacement totaling \$863.80. After discussing the two options for frame replacement and total replacement the Board made a motion to approve the replacement of the frame.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Proposal for Table/Bench Frame Replacement, was approved.

v. Consideration of Proposal for Table/Bench Complete Replacement

Mr. Bailey presented the cost for a complete table/bench replacement totaling \$1,923.65. This proposal was not approved by the Board.

D. District Manager’s Report

i. Approval of the Check Register

August 6, 2024

Towne Park CDD

Ms. Adams presented the check register on page 82 of the agenda from June 1st through July 19th totaling \$78,497.77.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Check Register totaling \$78,497.77, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams reviewed the unaudited financials through the end of June. The District is fully collected on the tax roll and at the time the Board is under budget in all expense categories. This is for informational purposes only; no action was required by the Board.

iii. Ratification of Requisitions No. 51, 64, 77, 110 and 116

Ms. Adams presented bond requisitions that are included in the agenda packet regarding payment for right of way maintenance and offered to answer any questions. There being none, there was a motion of approval.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, Requisitions No, 51, 64, 77, 110, and 116, were ratified.

EIGHTH ORDER OF BUSINESS

Supervisors Requests & Public Comment

Ms. Adams asked for any Supervisor’s requests or public comments. There was one Supervisor’s comment thanking residents before moving onto the next item.

NINTH ORDER OF BUSINESS


Adjournment

At this time, upon a vote of the Board, the meeting was adjourned.

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

Signed by:

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Secretary/Assistant Secretary

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Chairman/Vice Chairman