

**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, **September 3, 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	Chairman
Jennifer Tidwell	Vice Chairperson
Tom Zimmerman <i>by Zoom</i>	Assistant Secretary
Roger Runyon	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Patrick Collins	District Counsel, Kilinski Van Wyk
Meredith Hammock <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Alan Rayl <i>by Zoom</i>	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, with three Board members being present in person, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams noted next is public comment. There are no members of the public present nor any members attending on Zoom.

THIRD ORDER OF BUSINESS

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

Ms. Adams presented the minutes from the August 6, 2024, Board of Supervisors meeting and asked for any comments, corrections, or changes. These minutes have been reviewed by District Counsel and District Management. The Board had no changes to the minutes.

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

FOURTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins and Ms. Hammock had nothing to report.

B. Engineer

Mr. Rayl noted two items were left open after the last meeting. He has not been contacted by anyone or had any other information come to him on the Keaton Springs fence issue. Mr. Rayl noted he had nothing further on the 5287 White Egret easement encroachment request. He was expecting to see a resubmittal in accordance with the Board’s conditions from the last meeting but has not heard anything on either topic.

C. Field Manager’s Report

Mr. Bailey presented the Field Manager’s Report on page 14 of the agenda package. Mr. Runyon asked if the lights and camera have been checked at nighttime to see how it does. Mr. Bailey stated the lights have been checked and will pickup motion and turn on.

i. Consideration of 2024/2025 Janitorial Maintenance Renewal

Mr. Bailey noted this is a renewal notice with E&A Cleaning for janitorial for an additional year. Mr. Jones stated overall they have done a good job.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the 2024/2025 Janitorial Maintenance Renewal, was approved.

ii. Consideration of 2024/2025 Pool Maintenance Services Renewal

Mr. Bailey presented the proposal from Resort Pools for pool maintenance services. There is a 5% increase to \$3,625 to accommodate staffing and chemical costs.

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On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the 2024/2025 Pool Maintenance Services Renewal, was approved.

iii. Consideration of Proposal for Front Entrance Landscape Enhancement

Mr. Bailey presented three options in the Prince & Sons proposal for the front entrance landscape enhancements. Option 1 – Sable & Queen palms, option 2 – Foxtail palms, and option 3 – Queen palms. No Board action was taken at this time. Mr. Bailey was directed to go back out for quotes on ribbon palms between 15-20 ft., secondary option of river rock, and increase sable height more towards 20 ft.

iv. Consideration of Proposal for Medulla Landscape Enhancement

Mr. Bailey presented two options in the Prince & Sons proposal for Medulla landscape enhancement. Option 1 using larger plants at \$21,149 and option 2 using smaller plants at \$12,144.

On MOTION by Mr. Jones seconded by Ms. Tidwell, with all in favor, the \$12,144 Proposal for Medulla Landscape Enhancement, was approved.

v. Consideration of Erosion Repair at 4116 Red Fern Lane

Mr. Bailey presented a proposal for repair of erosion at 4116 Red Fern Lane from extended gutter runoff. Ms. Adams noted the Board probably would not want to authorize erosion repairs until the Board gives staff direction if they want to reach out to the property owner regarding any prescriptive action the homeowner should take on their property, such as installing a pop-up emitter at a location on the homeowner’s private lot and at a location to be reviewed and agreed upon by the District Engineer. She noted the Board can require the property owner to remove their drain line from the District’s property. The erosion repair would need to take place after the drain line is relocated, and District staff will need to make sure that where the drain terminates does not continue to create an erosion problem on District property.

On MOTION by Mr. Jones, seconded by Ms. Tidwell, with all in favor, Directing Staff to Send Letter to Property Owner Requiring Removal of the Encroachment from CDD Property, was approved.

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On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Erosion Repair Proposal #361 As Presented in the Agenda Package on Page 39 in Amount of \$795 Behind 4116 Red Fern, was approved.

D. District Manager’s Report

Ms. Adams conferred with the Chairman of the Board that there were some funds set aside in security if they needed to staff Amenity Center #1. Property owners who use Amenity Center #1 were concerned about boisterous behavior at the pool during peak hours. The Chair authorized staffing an additional security guard at Amenity Center #1 during peak hours in August. It will be temporary and will revert back to normal staffing now that Labor Day and peak pool season is over. The additional security camera has been installed at Amenity Center #2.

i. Approval of the Check Register

Ms. Adams presented the check register on page 42 of the agenda from July 20th through August 20th totaling \$77,853.10. Immediately following the check register is a detailed run summary.

On MOTION by Mr. Jones, seconded by Ms. Tidwell, with all in favor, the Check Register totaling \$77,853.10, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials. The District is fully collected for the fiscal year.

FIFTH ORDER OF BUSINESS

Supervisors Requests

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

Mr. Jones recommended looking into lighting options of electric and solar for the trail along the boulevard. The street lights are insufficient. Residents have expressed concern about the trail from Arlington River to Amenity Center #2 when going to the school bus stop is very dark. Mr. Bailey will get with Lakeland Electric and look into this.

A Board member noted residents have complained about security not allowing food or drinks at the pools. The District’s duly adopted policy regarding amenity center use notes that food and drinks are allowed in designated areas in accordance with the requirements of the pool permit,

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which is under the authority of the Florida Department of Health and governed by Florida Administrative Code. Mr. Bailey noted designated areas for food and drink are under the roof, not the pool deck or in the pool. Ms. Adams noted they can let security know when using the loungers, food and drink are allowed. However, no glass is allowed in the pool area at any time.

SIXTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

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

Signed by:
Tricia Adams
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Secretary/Assistant Secretary

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[Signature]
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Chairman/Vice Chairman