

**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, **January 7, 2025**, at 4:01 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

Chairman
Vice Chairperson
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 Service Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 4:01 p.m. and called the roll. Three Board members were in attendance constituting a quorum, and one Board member joined via Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period. No public comments were received at this time.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the December 3,
2024 Board of Supervisors Meeting**

Ms. Adams presented the minutes from the December 3, 2024 Board of Supervisors meeting. These minutes have been reviewed by District Counsel and District Management. The Board had no changes to the minutes.

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Towne Park CDD

On MOTION by Ms. Tidwell, seconded by Mr. Zimmerman, with all in favor, the Minutes of the December 3, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Request to Install Docks on Stormwater Parcel

Ms. Adams stated they had received two requests for installation of docks that will benefit residential property on stormwater parcels. She noted the applications are included in the packet. She added in the past the Board has approved these requests, and they have been reviewed by field management staff. She added one provision to be considered as far as the license agreement is that erosion control devises have been installed around the perimeter of the ponds. Any installation would need to avoid these, and it may need to require a meeting with the staff for final approval.

A. 5239 White Egret Lane

Mr. Jones stated this location is a more unique approach in bringing in more field dirt and installation of a vinyl sea wall with anchors. Mr. Runyan stated the resident was not going to do that and would only install the dock. Therefore, the approvals would be for the docks only and no additional see walls or structures. The work order and application does not include this wording, and the resident could submit an amendment to state no sea wall, barrier, or structures.

This request could be approved will the exclusion of the sea wall and fill dirt structures and final approval of the site superintendent. A pre-construction meeting with the Field Manager will be required and the agreement will include language to protect the erosion control system during and after construction of the dock.

B. 5251 White Egret Lane

Ms. Hammock noted this address does not have the sea wall included in the requests.

On MOTION by Mr. Runyan, seconded by Mr. Zimmerman, with all in favor, the Installation of the Docks Only, was approved.

FIFTH ORDER OF BUSINESS

Consideration of 2025 Community Events

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Towne Park CDD

Ms. Hammock stated this item is a request for a resident to offer special events to the community. She noted previously the Board has approved a license agreement on a case-by-case basis. This request includes 4 dates to include April 12th, an Easter Egg Hunt, and on May 24th, a Food Truck Rally. She added in the past license agreements were prepared by counsel that included the insurance requirements, the indemnification requirements and all protections for the District.

The events on October 25th and December 6th are clubhouse amenity rentals and will need to completion of the application process. The Board agreed to all events.

On MOTION by Ms. Tidwell, seconded by Mr. Zimmerman, with all in favor, the Request for the 2025 Community Events, was approved.

Ms. Adams stated they would provide the license agreement and the rental agreement application.

SIXTH ORDER OF BUSINESS

Appointment of Audit Committee

Ms. Adams stated this is for the appointment of the audit committee and the Board had approved an audit engagement letter with the incumbent provider. She added each year they are required to have an annual independent audit. She noted the Board had selected an auditor and they can be engaged for 5 years. She added that 2024 was the last year for the incumbent to provide the audit.

Ms. Adams added in 2025 this process will need to occur, and all statutory requirements will need to be followed. She stated the Board will need to appoint an audit committee and most Boards elect themselves as the audit committee. She asked if the Board would like to appoint the Board of Supervisors as the Audit Committee.

On MOTION by Mr. Runyan, seconded by Mr. Zimmerman, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock noted the Ethics training will be a requirement for the new year. She offered to have a 15–30 minute training as a part of the regular Board meetings.

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B. Engineer

Mr. Rayl provided follow-up on three areas in the community that were affected by the hurricane. He added they conducted a site visit and have made a list of work to be done around the ponds. He explained the mailbox area issues, and noted this seems stabilized. His recommendation was to continue to observe and make no further changes.

He noted the other two areas are areas of erosion that will require bids to repair. He added control structure 90 will need dirt brought in for repair. This work will need a contractor and will finalize the bids for a later meeting.

Mr. Jones asked a question regarding the exact locations for the work. Mr. Rayl discussed the locations and how to proceed with repair.

Mr. Rayl discussed other areas including the mail kiosk area and the curb line access area. He noted the City of Lakeland wants to have the area stabilized and improvements will need to be made. He noted they will provide an estimate of what the construction costs will be for a later date. Board discussion ensued on city requirements and how many spaces would be needed to reduce expenses. Mr. Rayl expected some flexibility to this project and approval. Mr. Tidwell asked about signage to be added for the limited amounts of parking.

Mr. Rayl added comments about construction going on in an area south of the District and the review of construction plans which are in line with the permits. He added the lot grading will be continually followed. He noted some fences and drains were reviewed and there is no impact on construction. Mr. Jones made comments about the work being done per plan.

The Board made the decision to delegate the authority to the Chair to work with Mr. Rayl on the hurricane repairs.

C. Field Manager's Report

Mr. Bailey presented the Field Managers Report to include the playground table has been repaired, the restroom repairs completed, light switch repaired, trees will be monitored from hurricane, fence project in progress, shade structures are complete, and other large pond concerns. Board questions were on dead tree concerns, playground maintenance, drainage pipes on lakes, and other hurricane repairs

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D. District Manager’s Report

Ms. Adams provided an update on the towing service agreement. She noted she had reached out to a provider that did not service the area but gave her a lead for another provider. She hoped to have more updated information and a proposal at the next meeting.

i. Approval of the Check Register

Ms. Adams presented the check register from November 21 through December 20, 2024 totaling \$33,118.47. Immediately following the check register is a detailed run summary. She offered to take any questions, if not, asked for a motion to approve as presented.

On MOTION by Ms. Tidwell, seconded by Mr. Zimmerman, with all in favor, the Check Register totaling \$33,118.47., was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through November 2024. She noted assessments have started to come in through November 30th. She reviewed several expenses related to hurricane repairs and insurance claims. She added special receipts have come in as well.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There were no comments from Supervisors.

She opened public comments for members that had entered the meeting after it started.

Steve Valencia made comments on concerns of a gate closing. Ms. Adams noted the CDD had no control of the gate and it is owned by the City of Lakeland. She provided a contact to the resident.

NINTH ORDER OF BUSINESS

Continuation of Meeting

Ms. Adams adjourned the meeting.

On MOTION by Ms. Tidwell, seconded by Mr. Zimmerman, with all in favor, the meeting was continued until after the Audit Committee Meeting.

January 7, 2025

Towne Park CDD

Signed by:
Tricia Adams
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Secretary/Assistant Secretary

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Chairman/Vice Chairman