

**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, **November 5, 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
Patrick Collins
Meredith Hammock *by Zoom*
Caleb Wingol *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 constituting a quorum. Mr. Jones joined the meeting by Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period.

- Sandra Stinum (5259 White Egret) asked what Herbicide is used along the fence lines.
- Robin Thompson (3925 Sentinel) commented on CDD parking rules & Black Sheep Towing in right of way.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the September 3, 2024 Board of Supervisors Meeting

Ms. Adams presented the minutes from the September 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.

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

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-01 Authorizing Publication of Legal Notices on Public Website

Ms. Hammock presented Resolution 2025-01 authorizing the District Manager, Chair or Vice Chair to utilize this new resource, Polk County’s new website to publicly notice online.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, Resolution 2025-01 Authorizing Publication of Legal Notices on Public Website, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Audit Services Engagement Letter for Fiscal Year 2024

Ms. Adams stated each year the District is required to undergo an annual independent audit that is filed with the state of Florida by June 30th. Approval of this engagement letter from McDirmit Davis authorizes preparation of the FY2024 audit. The cost of the audit is \$4,100.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2024, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Proposal for Tree Staking in Riverstone

Ms. Adams noted many trees had fallen or were leaning throughout the community due to Hurricane Milton. The field services team reached out for a proposal from Prince & Sons and the Chair approved it on October 16th. The price for staking the large trees was \$125 per tree and small

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trees were \$75 per tree. There were 119 large trees and 34 small trees that were staked for a total of \$17,425.

On MOTION by Ms. Sides, seconded by Mr. Runyon, with all in favor, the Proposal for Tree Staking in Riverstone, was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock will be working with District Management staff on any direction the Board requests, FEMA funding or otherwise. She noted regarding the towing matter, the District has a towing agreement with Black Sheep. In accordance with that towing agreement, Black Sheep does roaming tows. They are at liberty to enforce tows at their discretion around the community. Staff confirmed no one from the District side of things directed that tow and Black Sheep believed it was enforcing a proper tow. A letter with this information was sent to the homeowner. The Board would like to get clarification from Black Sheep to clarify they are not towing from the roadway and review with the City of Lakeland.

B. Engineer

Mr. Wingol gave an update on damages from Hurricane Milton including pond erosion at Salt Springs and overflow wall blown out at end of Medulla. He is putting a scope of work together and hopefully will have bids back for the December meeting.

C. Field Manager's Report

Mr. Bailey presented the Field Manager's Report on page 38 of the agenda package. The Board discussed replacing fencing and trees with something that can handle the force of the wind better such as Magnolia trees and picket fencing. He noted the landscapers use Fusilade to spray growth throughout the District.

D. District Manager's Report

i. Approval of the Check Register

Ms. Adams presented the check register from August 21st through October 19th totaling \$333,629.97. Immediately following the check register is a detailed run summary. There was a transmittal to the SBA account.

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On MOTION by Ms. Sides, seconded by Mr. Runyon, with all in favor, the Check Register totaling \$333,629.97, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through the end of September.

iii. Notice of Filing Insurance Claim for Hurricane Milton Damage

Ms. Adams stated on page 73 of the agenda package is a table that was provided to EGIS that summarizes the description of property damage. They have received feedback from the insurance company regarding the Districts overall deductibles when there is a named storm and are working through that.

EIGHTH ORDER OF BUSINESS

Supervisors Requests & Public Comments

Peter (LGI Houses) Commented on no parking at the mailbox & grass looks terrible. The back emergency gate should be open all the time. Asked for shade or umbrellas from LGI houses near pool. Ms. Adams noted the mailboxes are the HOA’s responsibility. The right of way is owned and maintained by the City of Lakeland. The CDD doesn’t have the authority to open or close the back gate. The shade structures for pool areas are not a budgeted project.

Supervisor Requests:

- Mr. Jones asked to have the site supervisor look at Phase 3 & 4 mailbox area to determine improvement options.
- Mr. Zimmerman asked if the crosswalk light has been put back up. Mr. Jones noted it is being looked at by the City of Lakeland.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

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

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Signed by:
Tricia Adams
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Secretary/Assistant Secretary

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[Signature]
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Chairman/Vice Chairman