

**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, **February 4, 2025**, 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	Assistant Secretary
Roger Runyon	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Patrick Collins	District Counsel, Kilinski Van Wyk
Alan Rayl	District Engineer, Rayl Engineering
Allen Bailey	Field Service Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 4:00 p.m. and called the roll. Four Board members were in attendance, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period. She stated that this is an opportunity for the public to make statements to the Board of Supervisors.

Ms. Zimmerman (6233 Dolostone Drive) stated the words on the signage at the at the big lake are peeling off and should be addressed.

Ms. Carter (5676 Siltstone Street) stated a car parked in front of the house next door that has been sitting for months making the neighborhood look terrible.

February 4, 2025

Towne Park CDD

Ms. Vickers (5669 Siltstone Street) stated there is some type of pipe that may be missing the lid and when it rains the waste is coming up from below with a smell.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 7, 2025, Board of Supervisors and Audit Committee Meetings

Ms. Adams presented the minutes from the January 7, 2025, Board of Supervisors meeting. She stated the minutes had been reviewed by District Management and the District Counsel.. Hearing no changes from the Board, Ms. Adams asked for a motion to approve the minutes.

On MOTION by Mr. Zimmerman, seconded by Mr. Jones, with all in favor, the Minutes of the January 7, 2025, Board of Supervisors and Audit Committee Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Easement Variance Appeal – 5430 Keaton Springs Drive

Ms. Adams stated that item was placed on the agenda in consideration of an easement variance appeal from the property owners of 5430 Keaton Springs Drive. She noted that Mr. and Ms. Tillis were in attendance and had brought supplemental materials to present to the Board. Ms. Adams noted the agenda packet included documents that the District engineer had used to review the request. There was an easement in favor of the District as part of the lot at 5430 Keaton Springs Drive. She added that a drainage swale was at the rear of the private property. Ms. Adams stated that Mr. and Mrs. Tillis had complied with the District's request to move their fence outside of the easement. The application they had submitted had been to request to move the fence back into the easement to maximize enjoyment of their yard for lifestyle purposes.

Ms. Adams asked the District Engineer if he had any comments regarding the matter before Board discussion.

Mr. Rayl responded and said that they had reviewed the original condition and had requested that the homeowners relocate the section of fences that they in the easement to not obstruct both the function of the easement and the access that was required to maintain the entire swale. He added that that was done on that lot, and they had exceeded the amount of the easement by a few feet. They then connected their side of the fence to the extent where they removed it, even outside that easement. Mr. Rayl said they were satisfied they had accomplished what the Board

February 4, 2025

Towne Park CDD

had directed. Mr. Rayl added that the request had come in and that they would not recommend it to the Board.

Ms. Adams asked if there were any comments from the District Counsel before Board discussion, there were no comments from the attorney. Ms. Adams opened the floor for Mr. and Ms. Tillis to present the additional information to the Board. Ms. Tillis spoke in length and detail about repositioning their fence. She noted that their property was unlike the other properties, the swale would not be that necessary for them and asked for the Board to approve their appeal to be able to move their fence back, if not all the way, at least a portion. There was a motion to deny the appeal, but there was no second. Board decision was to defer this matter and bring back a proposed form of agreement with protections for the District. The form of agreement would be prepared by District Counsel with input from the District Engineer.

FIFTH ORDER OF BUSINESS

Consideration of Towing Service Agreement with Joyce Automotive & Towing

Ms. Adams stated this was a consideration of the towing service agreement with Joyce Automotive and Towing. Ms. Adams noted that the Board members asked District Management staff to identify service providers who could enforce the District's parking rules. The District had adopted parking rules that prohibited parking on stormwater parcels or other District property. She noted that there was other prohibited parking such as overnight parking at the amenities without permission from the District. These parking rules were enforceable by towing. The Board requested options for towing services. Ms. Adams noted that Joyce Automotive and Towing had serviced the City of Lakeland. She said that if the Board wanted to approve a Towing Service Agreement with Joyce Automotive and Towing Service, they would provide their one-pager form and the agenda along with the legal agreement. Ms. Adams noted that the item was ready for the Board's discussion unless District Counsel had additional comments.

A Board member asked about the towing company's towing away from non-CDD areas. Ms. Adams confirmed that the City of Lakeland owned the roadway. They maintained the right of way, extending into certain section of stormwater parcels, vegetated medians, or other CDD properties. A Board member asked if they had changed parking rules since the road turnover last year with Lakeland. Ms. Adams answered, stating that when the district adopted parking rules, everyone knew the intention was to convey the roadways to the city of Lakeland. Ms. Adams

February 4, 2025

Towne Park CDD

added that the parking rules didn't have to be amended or restated because they only identified the property that continued to be owned by the District. A Board member asked if Joyce Automotive and Towing had mentioned adding more signs if needed. Ms. Adams stated that the tow signs with the vendor information must be posted at all community entrances.

A Board member noted the expense of the parking signs. Ms. Adams added that the standard procedure for the towing vendor to install the signs at the community entrances. A Board member stated they were concerned about having to replace the irrigation heads from where cars would pull up and park on CDD tracts.

Ms. Adams asked Mr. Chairman Greg Jones whether they wanted to address the public comment regarding abandoned or disabled vehicles? Staff clarified that the City of Lakeland owns and maintains the roads including enforcement of traffic laws and parking ordinances. She added that the CDD no legal authority to tow vehicles unless that vehicle was on CDD property and towed in accordance with parking rules. Residents would have to contact the City of Lakeland for further assistance enforcing parking on the roadwats. Ms. Adams asked if the Board was ready to make a motion.

On MOTION by Ms. Tidwell, seconded by Mr. Runyon, with all in favor, the Towing Service Agreement with Joyce Automotive & Towing, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Termination of Towing Service Agreement with Black Sheep Towing

Ms. Adams stated that they had an incumbent service provider. The District Counsel earlier stated that the agreement could be terminated in writing. Ms. Adams asked for a motion to terminate the towing service agreement.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Termination of Towing Service Agreement with Black Sheep Towing, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Data Sharing Agreement with Polk County Property Appraiser

February 4, 2025

Towne Park CDD

Ms. Adams stated that, as the Board members understood, Florida has comprehensive public records laws. She added that these public records laws are subject to disclosure. Ms. Adams said that there were some classifications of citizens who are exempt from public records requests. She noted that the exemptions might include judges and law enforcement officers. She added that the agreement between Town Parke CDD and Polk County Property appraiser asserted that if someone qualified for an exemption from public disclosure with Polk County records, the CDD would abide by that exemption. The agreement is effective January 1, 2025, through December 31, 2025. She noted that the only other change to this was that the new property appraiser had to sign the agreement,

On MOTION by Mr. Jones, seconded by Ms. Tidwell, with all in favor, the Data Sharing Agreement with Polk County Property Appraiser, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Non-Ad Valorem Agreement with Polk County Property Appraiser

Ms. Adams presented the contract agreement. She added that Board members are a Florida Special District who have the privilege of adding CDD fees to the non-ad valorem section of the annual property tax bill.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Non-Ad Valorem Agreement with Polk County Property Appraiser, was approved.

NINTH ORDER OF BUSINESS

Ratification of Proposal for Riverstone Playground Repair

Ms. Adams stated that due to hurricane damage, Field staff became aware of damage at the playground. Ms. Adams noted that the proposal was included in the agenda packet on page 50 and was executed on January 28, 2025, by the Chair, who had reviewed the proposal from Claymore to repair damaged playground equipment. Ms. Adams added that there were photographs of the damage in the Field report, and the proposal total was \$1,142.72. She stated they were looking for a motion to ratify.

February 4, 2025

Towne Park CDD

On MOTION by Ms. Tidwell, seconded by Mr. Jones, with all in favor, the Proposal for Riverstone Playground Repair, was ratified.

TENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Hammock stated that she had some best practices regarding gift-giving. She wanted to remind everyone to fill out the required disclosure form when receiving gifts valued at \$100 or more from anyone other than a family member who lived in their house. Ms. Hammock reviewed several examples. She added that if anyone had any questions, to let her know. She noted that the disclosure form was quarterly.

B. Engineer

Mr. Rayl stated that there are two areas with hurricane damage and he had bids requested from contractors. He noted that they had not received any bids, so they will contact other contractors to get a bid. Mr. Rayl said he had spoken to the Project Superintendent for Hulbert Homes. He added that the plans for the subdivision included a diversion swale that runs off into the pond adjacent to and behind that lot. He noted that he had photos of the installed swale. Mr. Rayl said they had to get approval for the mailbox parking project because the City of Lakeland owned the roads and the right of way. He said it was his objective to have an approved plan to proceed with their decision.

C. Field Manager's Report**i. Proposals for Installation of Shade Structures at Towne Park Estates**

Mr. Bailey presented the Field Manager's Report on page 54 of the agenda. He noted that the paint in the clubhouse appeared to be worn. He added that they had retouched the paint in the restrooms. They also added a motion sensor monitor to help with security around the door, ensuring it closes appropriately. Mr. Bailey stated that there was a fire extinguisher inspection to bring them up to compliance. Mr. Bailey noted that in the work previously approved by the Chair, they had noticed rust on equipment. He added that they had gotten to get the repairs started. Mr. Bailey stated that the ponds all looked good. He said there had been treatment from the vendor, who structured the eelgrass, which will take time to full effect. He added that the hydrilla are still in the deeper parts of the lake. He noted he would request the vendor do the treatment. He added that the treatment was under contract and would be done yearly. Mr. Bailey said he wanted to look

February 4, 2025

Towne Park CDD

into initiating a more significant treatment. He added that the treatment would be slow, but they could do it yearly.

Mr. Bailey expressed concern for the fence repair in the community. He said that he had a few proposals to go through. He noted the shade structures, going with who originally built the playground. Mr. Bailey found Playmore Recreational Equipment and obtained a proposal from them. Mr. Bailey stated that the first proposal was from Pro Playgrounds; with the shade structure, it would be \$4,794.75. Mr. Bailey reminded the Board that the quad sails and the shade structures were part of the property insurance claims. A motion was made by Mr. Jones to approve the installation of the shade structures but not to exceed \$4,794.00. Mr. Bailey stated he had Playmore's proposal to install the shade structure for \$5,296.00, which included installation.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Proposals for Installation of Shade Structures at Towne Park Estates NTE \$4,794.00, was approved.

ii. Proposals for Shoreline Restoration Repair

Mr. Bailey presented the proposal to repair the sod damage. He noted that there was a lot of erosion that came from the bottom of the sod. He added that some of the cypress trees would need to be cut before patching the layers of sod. Mr. Bailey said Solitude Lake Management's proposal was half the regular price. Mr. Bailey said he would coordinate with the Chair or Engineer to ensure they do the right thing. Mr. Bailey said they would send out an email to the residents, informing them there would be maintenance with light machinery equipment.

On MOTION by Mr. Jones, seconded by Ms. Tidwell, with all in favor, the Proposals for Shoreline Restoration Repair, were approved.

D. District Manager's Report

Ms. Adams stated that on page 68 were the check registers from December 1, 2024, to January 22, 2025. The total amount was \$139,970.82. Ms. Adams added that some of the larger transmittals were for the amount designated for debt service payments transmitted to the Trustee.

i. Approval of the Check Register

February 4, 2025

Towne Park CDD

Ms. Adams presented the check register from December 1, 2024, to January 22, 2025. The total amount was \$139,970.82. Ms. Adams added that some of the larger transmittals were sent to the Trust, where the tax receipts would be. The amount designated for debt service payments would be transmitted to the Trustee.

On MOTION by Ms. Runyon, seconded by Mr. Jones, with all in favor, the Check Register totaling \$139,970.82, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through December 31, 2024. She presented the combined balance sheet on page 1, and noted the unassigned balance sheet in their general fund. Ms. Adams stated that on page 76 was the adopted budget with prorated expenses through December 31, 2024, as well as the actual spending through that same period.

Ms. Adams noted that most of the assessments had been received by the end of December. She added that there was nothing to bring to the Board's attention with the budgeted expenses.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

Ms. Adams received a question from a Board member who wanted to ensure stormwater repairs would be completed before the rainy season. Ms. Adams asked Mr. Jones about the sewer line backup noted during public comment. She stated that it would be the City of Lakeland to responsibility. She noted that they look on their utility bill for a number to call and to provide them with an address of the needed maintenance.

A Board member mentioned the zig zag path with damaged railing, which appeared to be neglected from mowing. Mr. Bailey answered and said they would look at that area.

TWELFTH 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.

February 4, 2025

Towne Park CDD

Signed by:


Secretary/Assistant Secretary

DocuSigned by:


Chairman/Vice Chairman