

**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, **March 4, 2025**, 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	Vice Chairperson
Tom Zimmerman	Assistant Secretary
Roger Runyon	Assistant Secretary
Zabrina Sides	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Patrick Collins	District Counsel, Kilinski Van Wyk
Meredith Hammock <i>on Zoom</i>	District Counsel, Kilinski Van Wyk
Alan Rayl <i>on Zoom</i>	District Engineer, Rayl Engineering
Allen Bailey	Field Services, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 6:00 p.m. and called the roll. All five Board members were in attendance, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period.

Resident (Angelo Furetra, 5543 Arlington River Drive) stated he has been receiving notices informing him to install a fence around his hot tub. He adds he was not informed of this before and prefers not to put a fence up. Ms. Adams stated the CDD does not control private property matters and if he is receiving letters it is likely from the HOA.

March 4, 2025

Towne Park CDD

THIRD ORDER OF BUSINESS

Approval of Minutes of the February 4, 2025, Board of Supervisors and Audit Committee Meetings

Ms. Adams presented the minutes from the February 4, 2025, Board of Supervisors meeting. Ms. Adams noted to the Board members that the meeting minutes were drafted in their agenda packet. She stated the minutes had been reviewed by District Management and District Counsel. The Board had no corrections to the minutes.

On MOTION by Mr. Zimmerman, seconded by Mr. Runyon, with all in favor, the Minutes of the February 4, 2025, Board of Supervisors and Audit Committee Meeting, were approved.

FOURTH ORDER OF BUSINESS

Discussion of Towing Enforcement and/or Temporary No Parking Signs for Sun N Fun Event, April 1st-6th

Ms. Adams stated this item was requested to be added to the agenda before the Sun N Fun Event. In past years there have been issues with parking on CDD property. The event is located nearby the community. She asked the Board if they would like to add temporary no parking signs for this event. She noted District Counsel reviewed local ordinances related to temporary no parking signs.

Mr. Collins stated they are allowed to have temporary no parking signs as long as it is not in a public right-of-way. He added if the Board wishes to add these signs, it must be on District property. Ms. Adams stated these signs will be up by March 31st and taken down on April 7th immediately following conclusion of the event.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Adding Temporary No Parking Signs for Sun N Fun Event, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Draft License Agreement for Maintenance of Improvements

Ms. Adams stated this agreement is for fencing to be installed by residents on a District easement located behind 5430 Keaton Springs Drive. She noted the Board reviewed an easement variance application last month and Counsel prepared an agreement based on the Board's direction. She added the agreement was sent to the District Engineer for review and input.

March 4, 2025

Towne Park CDD

Mr. Collins stated Mr. Rayl has approved this agreement if it does not stop the flow of water through the easement which functions as a swale. He noted the agreement contemplates 10 feet of gate access along the boundary of the residents’ property, but the residents would like to change that requirement to 5 feet of gate access. He asked Mr. Rayl if this would be possible. Mr. Rayl stated anywhere on the eastern property line that a fence being built needs to be 20 feet away from the fence due to the swale. He added the purpose of the swale was for District stormwater drainage. He noted the equipment that may be used to maintain the swale will be smaller and they could use different entrances, therefore 5 feet of gate access would be acceptable.

Ms. Hammock stated the residents currently have a 5-foot gate in the fence at the front of their property that could be used to satisfy the 5 foot gate access requirement included in the license agreement. She added in order to accommodate this, a new maintenance easement would need to be created which would run down the side of the residents’ lot.

Mr. Jones suggested that the easement begin on the Keaton Springs Drive right-of-way and run along the property line. Mr. Zimmerman asked if there is an existing easement on the east side of the lot. Mr. Rayl stated there was not an easement in the same spot.

On MOTION by Mr. Jones, seconded by Ms. Tidwell, with all in favor, the Draft License Agreement for Maintenance of Improvements, was approved pending preparation of the additional maintenance easement agreement.

SIXTH ORDER OF BUSINESS

Consideration of Irrigation Repairs

Mr. Bailey presented the proposals for irrigation repairs from Prince & Sons on page 22 of the agenda package. He stated there has been a faulty wire and bad decoders that has led to irrigation not working properly. The Board discussed the reasonableness of the proposed man hours required to track the faulty decoders Ms. Adams stated the first proposal is for \$2,261.44 and the second proposal is for \$795.62.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Irrigation Repairs, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

March 4, 2025

Towne Park CDD

Mr. Jones asked if they were starting to think about scheduling ethics training classes. Ms. Hammock stated they will be doing that.

B. Engineer

Mr. Rayl asked if the Board would like him to prepare the description sketch to accompany the easement. The Board requested the sketch. He stated they are continuing to look for contractors to bid on the areas of repair from the hurricane damage. He noted they have reached out to a handful of new contractors. He hopes to bring back quotes for the Board to approve next month. He stated they have prepared an exhibit that they are prepared to submit to the City of the Lakeland regarding the parallel parking next to the mailboxes being in their right-of-way. He expects to want the Board to budget between \$12k and 15k for this project.

Ms. Adams noted the contingency fund is being eaten by hurricane Milton repairs. She added they can look at budgeting the mailbox parking project for 2026 if that is the direction from the Board. Mr. Rayl stated if they would rather save this for the next budget, they can send it in for approval and it will still be good for when they are ready. He noted if they choose to go this route, they will have to fill in holes in the meantime.

Board consensus was to submit the plan to the city and Mr. Rayl will direct District staff to add \$15,000 to the budget to the field expenses for next year.

Mr. Rayl asked if the capital fund also had a reserve fund. Ms. Adams stated there is \$82,000 in the fund right now, but they are scheduled to move 120k from general fund to the reserve fund this fiscal year.

**Mr. Rayl left the meeting at this time.*

C. Field Manager's Report

Mr. Bailey presented the field manager's report. He stated the annuals have been changed at the main entrance on Medulla Road and the lid that was damaged on Arlington River Drive was replaced. He added at they have had a lot of foot traffic at the clubhouse and some of the sod was worn down, but it has been replaced. He noted there was a request for the sign that says "No Fishing" to be replaced because it was worn with age, and that has also been replaced. In the dog park, he noted a few holes have been replaced and in the Amenity #2 bathroom, the men's restroom had been replaced. The pool at Amenity #2 had the main drains replaced and the fence around the

March 4, 2025

Towne Park CDD

Amenity #1 playground fence had been replaced. He noted that they have replaced all of the District’s fencing throughout the community.

Mr. Jones asked if there was an update on the shades and Mr. Bailey stated they have the approval, they are now just waiting on parts to be ready.

D. District Manager’s Report

Ms. Adams reminded the Board that Polk County schools have spring break in March and they have allocated security funds in order to increase security at the pools during spring break.

i. Approval of the Check Register

Ms. Adams presented the check register from January 23, 2025, to February 18, 2025. She asked for any questions, comments, or corrections. Hearing no questions, she asked for a motion to approve.

On MOTION by Mr. Zimmerman, seconded by Mr. Runyon, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through January 31, 2025. She noted a majority of the assessments have been received. She noted they have not yet been reimbursed by insurance for Hurricane Milton damage. She stated there are contingency spending overages that are related to the hurricane and erosion repairs.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

Mr. Jones asked if it was possible to get the bench on pond #13 replaced.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting at 6:50 p.m.

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

March 4, 2025

Towne Park CDD

Signed by:


Secretary/Assistant Secretary

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Chairman/Vice Chairman