

**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, **April 1, 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 *by Zoom*
Jennifer Tidwell *by Zoom*
Tom Zimmerman
Roger Runyon
Zabrina Sides

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Tricia Adams
Meredith Hammock *by Zoom*
Patrick Collins
Alan Rayl *by Zoom*
Caleb Wingo *by Zoom*
Allen Bailey

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
District Engineer, Rayl Engineering
District Engineer, Rayl Engineering
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. All five Board members were in attendance and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period. Mr. Virdee spoke about an easement and his fence.

April 1, 2025

Towne Park CDD

THIRD ORDER OF BUSINESS

**Approval of Minutes of the March 4, 2025,
Board of Supervisors Meeting**

Ms. Adams presented the minutes of the March 4, 2025, Board of Supervisors meeting. She noted the minutes have been reviewed by District Management staff and District Counsel. She asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, the Minutes of the March 4, 2025, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2025-03
Approving Fiscal Year 2026 Proposed
Budget and Setting a Public Hearing to
Adopt**

Ms. Adams stated adoption of Resolution 2025-03 approves the proposed budget which is attached as an exhibit. Approval of this resolution sets the public hearing for Tuesday, August 5, 2025 at 6:00 p.m. at the Towne Park Amenity Center. Approval of this resolution will also allow for transmittal of the proposed budget to Polk County and City of Lakeland as well as posting the proposed budget on the District's website and publishing the notice for the public hearing. She reviewed the proposed budget on page 14 of the agenda package. The budget can be changed any time up through the public hearing where it is adopted but the assessment cannot be increased beyond what is approved today. The cap is being set on the O&M assessment.

On MOTION by Ms. Sides, seconded by Mr. Runyon, with all in favor, Resolution 2025-03 Approving Fiscal Year 2026 Proposed Budget and Setting a Public Hearing for August 5, 2025 at 6:00 p.m. to Adopt, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins had nothing to report but offered to take any questions the Board may have. Ms. Sides asked about ethics training. Mr. Collins stated he is still finalizing materials for that.

April 1, 2025

Towne Park CDD

B. Engineer

Ms. Adams stated an easement variance request was received which was forwarded to the District Engineer for review. Mr. Rayl noted the homeowner requested to reinstall the white PVC fence back to its original location which is across the entirety of the easement but 6-8 inches from the ground in an effort to allow some stormwater to pass. The easement is not only for drainage but ingress and egress for SWFWMD to conduct maintenance activity along the length of the easement. He reviewed the application and still holds the same position and provided a letter with recommendation of denial of the variance request. That letter was submitted to the District Manager earlier today.

Mr. Rayl has not received any satisfactory bids for the repair work that is needed due to hurricane damage. He noted he sent it out to a new set of contractors for bids. He had set the Dolostone parking estimate at \$12K to \$15K as a placeholder in the budget and received a bid of \$8,988.

C. Field Manager's Report

i. Consideration of Proposal for Bench Installation

Mr. Bailey presented a GMS proposal to install a bench on tract A for \$1,380. No action was taken at this time.

ii. Consideration of Proposal to Repair Stormwater Structure on Lake

Mr. Bailey presented a GMS proposal to repair the stormwater structure on the lake for \$2,644.55. It is for replacement of both skimmers. He made a mistake on the proposal in the agenda which proposed 16 hours and should have been 6 hours making the total \$2,184.55. No action was taken at this time, this item was deferred to a future meeting.

Ms. Sides asked how old the front pool is. Mr. Jones noted the pool was built roughly in 2018. The surface has been monitored. Balanced chemicals is a major factor in how long the pool and equipment last, but roughly 8-10 years for resurfacing. That type of repair would come from the reserves.

April 1, 2025

Towne Park CDD

D. District Manager's Report**i. Approval of the Check Register**

Ms. Adams presented the check register from February 19, 2025 through March 21, 2025 totaling \$107,356.69. Following the register is a detailed run summary. There is a large transfer of \$31,279 to the Trustee where the debt service fees were transmitted.

On MOTION by Ms. Sides, seconded by Mr. Runyon, with all in favor, the Check Register totaling \$107,356.69, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through the end of February. The District is 98% collected on assessments.

SIXTH ORDER OF BUSINESS**Supervisors Requests**

Ms. Sides asked about the property owner and encroachment. Ms. Adams noted an administrative letter will go back to the property owner notifying him the application has been denied. If the property owner chooses, he can advise that he wants to appeal and that would be added to an upcoming Board meeting agenda.

SEVENTH ORDER OF BUSINESS**Adjournment**

Ms. Adams adjourned the meeting.

On MOTION by Ms. Sides, seconded by Mr. Runyon, 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