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, **May 6, 2025,** at 6:07 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 *by Zoom*	Vice Chairperson
Tom Zimmerman	Assistant Secretary
Roger Runyon	Assistant Secretary

Also present were:

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

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Adams called the meeting to order at 6:07 p.m. and called the roll. Three Board members were in attendance constituting a quorum. Supervisor Tidwell joined by Zoom.

SECOND ORDER OF BUSINESS **Public Comment Period**

Ms. Adams opened the public comment period.

Resident Anderson (5442 Keaton Springs Dr.) – Downed trees in the back since the hurricane, would like those removed. The cut grass is being thrown into the pond, pond is full of grass. Construction sign still in community. Those issues will be addressed under field manager's report.

THIRD ORDER OF BUSINESS **Approval of Minutes of the April 1, 2025 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the April 1, 2025, Board of Supervisors meeting. The draft meeting minutes have been reviewed by District Manager as well as by District Counsel. If there are no corrections, is there a motion to approve as presented.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Minutes of the April 1, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS **Consideration of Easement Variance Appeal – 5438 Keaton Springs Drive**

Ms. Adams stated on page 65 of the agenda package is a letter to the Board of Supervisors from Mr. Virdee. He is in attendance and had some remarks for the Board to consider. On page 66 is a letter dated April 8th denying the application to install a fence in a drainage easement and drainage swell in favor of the District. The application Mr. Virdee submitted is on page 67 for some background. Mr. Rayl reviewed the request. He noted the purpose of the easement is for a surface swell and not just the flow of the water but the access through the longitude of the swell to maintain it. Those are the things that this was set up for and the District is responsible for. His recommendation is to not allow encroachments into these easements.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, Denying the Easement Variance Appeal - 5438 Keaton Springs Dr., was approved.

FIFTH ORDER OF BUSINESS **Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award Number 1 Ranked Firm**

Ms. Adams noted the audit committee met earlier and ranked McDirmit Davis as #1. She asked for a motion to accept the ranking from the audit committee authorizing staff to send the award letter and prepare the form of agreement for five years.

> On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award to Number 1 Ranked - McDirmit Davis, was approved.

SIXTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Mr. Collins proposed July 29th or 30th, August 29th and September 22nd, 24th, 29th as options for ethics training. The Board chose July 29th and September 24th from 5:30 to 7:30 for ethics training via Zoom. The Board agreed to schedule ethics training for the evening of July 29 and September 24.

B. Engineer

Mr. Rayl identified the two areas damaged during Hurricane Milton, the stormwater repairs on Medulla and also control structure 90 which is nearby Medulla lift station in Salt Springs. These are the two areas in need of repairs. The District Engineer developed a scope and sent it out to multiple bidders. He urged the Board to take action as soon as possible because with the water levels being so low right now, it is best to mobilize contractors before you have to address dewatering. Three proposals were received from Solitude, Hunter Land Management, and A1 Earth Works. He recommended Hunter Land Management (Austin Castle).

> On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Hunter Land Management Proposal for Stormwater Repairs $15,875, was approved.

C. Field Manager's Report

Mr. Bailey reviewed the Field Managers Report. He will have the landscapers review the downed trees near 5442 Keaton Springs and remind them not to spray cut grass into the ponds. He will look into ownership of where the sign is. It looks like a wetland. Mr. Runyon asked Allen to replace a no fishing sign at the cul-de-sac and put another no fishing sign at the cul-de-sac down where the grass is. Mr. Jones stated at the open playfield across from the mailbox kiosk in 3, 4 off Dolostone there is a white vinyl split fence that is mildewed and overgrown that needs to be addressed. A large tree on the left-hand side of Dolostone is hanging in the dry pond. It came from the wetland into CDD property. He suggested seeing about maintaining it just up to the wetland. A line item has been added to the 2026 budget for paving at the mailbox kiosk.

i. Consideration of Proposal to Replace Drum at Amenity 2 Playground

Mr. Bailey presented a proposal from ProPlaygrounds to replace the drum for $228.32. No action was taken on this item, Board directed staff to remove the drum.

ii. Consideration of Proposals to Repair Pool Chairs at Amenities 1 & 2

Mr. Bailey received two proposals; each are for 10 chairs to be re-slung. The first set is for the strap chairs for the lounges at pool 1 and another 10 for the fabric chairs at pool 2. The first quote is for $1,480 for the fabric chairs and the second quote is for $900.

> On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Florida Patio Furniture Proposals to Repair Pool Chairs at Amenities 1 & 2, was approved.

D. District Manager's Report

Ms. Adams updated the Board on the completion of the proof of loss for Hurricane Milton damages with the Districts property insurance. The District is expected to be reimbursed $36,046. Staff received notification from FEMA that the grant related to Hurricane Ian has been completely closed out.

i. Approval of the Check Register

Ms. Adams presented the check register from March 22, 2025 through April 25, 2025 totaling $704,519.23. Immediately following is a detailed register.

> On MOTION by Mr. Zimmerman, seconded by Mr. Runyon, with all in favor, the Check Register totaling $704,519.23, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through the end of March. The District was 99% collected on assessments at the end of March.

iii. Presentation of Registered Voters – 2,418

Ms. Adams stated as of April 15, 2025 Towne Park CDD had 2,418 registered voters. This information is required to be reported annually.

SEVENTH ORDER OF BUSINESS **Supervisors Requests**

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS **Adjournment**

Ms. Adams adjourned the meeting.

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

Signed by:
Tricia Adams
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Secretary/Assistant Secretary

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Chairman/Vice Chairman