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, **August 5, 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 *by Zoom*	Vice Chairperson
Tom Zimmerman	Assistant Secretary
Roger Runyon	Assistant Secretary
Zabrina Sides	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	District Engineer, Rayl Engineering
Allen Bailey	Field Services Manager, GMS

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Adams called the meeting to order at 6:00 p.m. and called the roll. 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. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS **Approval of Minutes of the May 6, 2025 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the May 6, 2025, Board of Supervisors and Audit Committee meeting. The draft meeting minutes have been reviewed by District Manager as well as by District Counsel. The Board had no changes to the minutes.

On MOTION by Mr. Runyon, seconded by Mr. Zimmerman, with all in favor, the Minutes of the May 6, 2025 Board of Supervisors & Audit Committee Meetings, were approved.

FOURTH ORDER OF BUSINESS **Public Hearing**

Ms. Adams asked for a motion to open both public hearings.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Opening the Public Hearing, was approved.

A. Consideration of Resolution 2025-04 Adopting the Fiscal Year 2026 Approved Budget and Appropriating Funds

Ms. Adams stated Resolution 2025-04 is on page 16 of the agenda package. This resolution memorializes that at least 60 days prior to today's date and prior to June 15, the Board approved a proposed budget. The proposed budget has been provided to Polk County and the City of Lakeland. The public hearing has been noticed in accordance with Florida statutes. The resolution also memorializes that the proposed budget has been posted on the CDD website. Approval of this resolution will adopt your 2026 budget and provide for appropriations for the general fund, debt service fund and the capital reserve fund. Attached to the resolution is the proposed budget. Since the time the budget had been reviewed by the Board, some of the actuals have been updated. There is not a proposed assessment increase.

Ms. Adams opened the public comment period. She noted there are no public comments regarding the budget and asked for a motion to close the public hearings.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, Closing the Public Hearing, was approved.

Ms. Adams asked for a motion to approve Resolution 2025-04.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Resolution 2025-04 Adopting the Fiscal Year 2026 Approved Budget and Appropriating Funds, was approved.

B. Consideration of Resolution 2025-05 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Adams presented Resolution 2025-05 imposing special assessments and certifying an assessment roll and asked for a motion to approve.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Resolution 2025-05 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Resident Orville Anderson (5442 Keaton Springs Rd.) stated someone did some work to the dead trees from the hurricane but the work still isn't completed. There are still dead fallen trees there. There is a hole caused by the lawn mower so when rain falls it pools and creates a lot of mud. Sometimes they don't cut that area because they have gotten stuck or sunken into the ground in that back area. Mr. Bailey will review the area.

FIFTH ORDER OF BUSINESS Consideration of Easement Variance – 5438 Keaton Springs Drive

Mr. Collins stated staff has not rendered a decision on this easement yet. Mr. Rayl noted this is a request for a rear yard fence in an area that the District has a 20 ft wide easement for a swale that runs along the northern boundary. It is on the lots along the northern side of Keaton Springs Dr. and allows stormwater to flow east to the stormwater pond at the northeast corner of Keaton Springs. Approval was not recommended due to it obstructing access in the easement. A Board member noted the resident will need HOA approval on the type of fence first. This matter is deferred until property owner provides the style of fence that the HOA will approve. Ms. Hammock would like to have something in writing from the HOA detailing what they have approved.

SIXTH ORDER OF BUSINESS **Consideration of Temporary Construction Access for Pool Construction at 5247 White Egret Lane**

Mr. Collins stated the District cannot grant access to the 20 ft. platted drainage easement located on private property for pool construction because the easement is for purposes of accessing and maintaining drainage improvements in those easements. The Board can approve access to the actual CDD tracts. The Board would be approving the preparation of a construction access agreement that only provides for access on CDD property. It has all of the protections for the District. They would be approving a temporary access agreement for pool construction and clarification if they want to include a damage deposit.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Temporary Construction Access for Pool Construction at 5247 White Egret Lane, was approved with $5K or $1K deposit.

SEVENTH ORDER OF BUSINESS **Consideration of Easement Agreement with the City of Lakeland**

Ms. Adams stated there is an outline of project with the documents prepared by the City of Lakeland on page 75 of the agenda package. The proposed purchase price is $4K for the easement, $4K for professional review and $1K incentive. They propose to compensate Towne Park CDD $9K for the privilege of having a perpetual easement. There is a diagram on page 83 of the agenda. The CDD will want District counsel and the District Engineer to fully review the proposed form of agreement and can revise protect the District. The approval would be conditioned the final from of the easement agreement being approved by District Counsel and the Chairman of the Board.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Easement Agreement with the City of Lakeland, was approved with final form of agreement to be approved by Chair.

EIGHTH ORDER OF BUSINESS **Presentation of Fiscal Year 2024 Financial Audit Report**

Ms. Adams stated the District is required to undergo an annual independent audit of all the District's financial records and have that filed with the state of Florida by June 30th. McDirmit

Davis is the District's auditor. The letter to management and the Board of Supervisors is on page 111-113. There were no findings. It is a clean audit.

> On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Accepting the Fiscal Year 2024 Financial Audit Report, was approved.

NINTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Mr. Collins stated round two of ethics training will be on September 24th at 5:30 p.m.

B. Engineer

i. Presentation of Annual Engineer's Report

Ms. Adams stated on page 117 is the letter of annual review from Rayl Engineering. She asked for a motion to accept the Annual Engineer's Report.

> On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Annual Engineer's Report, was approved.

Mr. Rayl thanked Supervisor Zimmerman for providing the photos of some of the recent work done on repairs from the last round of storms.

C. Field Manager's Report

Mr. Bailey reviewed the Field Managers Report on page 119 of the agenda package.

i. Consideration of 2025/2026 Agreement Renewals

a. Prince and Sons, Inc.

Ms. Adams presented the proposed fees for Prince & Sons on page 128 of the agenda. If the Board approves these terms, the agreement will be renewed for another year. It represents a 3% increase from the current service agreement.

> On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, up to 2 Year Renewal with Prince and Sons, Inc., was approved.

b. Resort Pool Services

Ms. Adams stated this proposal represents a 3% proposed cost increase. The total amount would be $45,114.

> On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, One Year Service Agreement with Resort Pool Services, was approved.

c. Aquatic Weed Management, Inc.

Ms. Adams noted Aquatic Weed Management is proposing to continue services with no cost increase. Any discussion?

> On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, Aquatic Weed Management Proposal, was approved.

d. Landscape Workshop

Ms. Adams noted there are separate letters on page 134 & 135 for the two amenity centers for pest control. They are asking for a 5% increase.

> On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Landscape Workshop Amenity Centers Pest Control, was approved.

ii. Consideration of Proposal for Tree Removal on Dolostone Dr.

Mr. Bailey reviewed a proposal to cut up and remove the tree on Dolostone Dr. for $3,675.75.

> On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Proposal for Tree Removal on Dolostone Dr., was approved.

iii. Ratification of Playground Repair Agreement

Mr. Bailey stated this is ratification for repairs done at the playground. Ms. Adams asked for a motion to ratify to protect the actions of the Chair.

On MOTION by Ms. Sides, seconded by Mr. Jones, with all in favor, the Playground Repair Agreement, was ratified.

Mr. Runyon asked for two signs to be put up about no fishing in the cul-de-sacs because a lot of people are fishing. Ms. Sides asked about mailbox improvements on Dolostone. She asked to revisit the palm trees and landscape improvements for the front entrance of the neighborhood.

D. District Manager's Report

i. Approval of the Check Register

Ms. Adams presented the check register from August 26th through July 18th, 2025 totaling $392,515.40. Immediately following is a detailed run summary.

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

ii. Balance Sheet and Income Statement

Ms. Adams stated the unaudited financials through the end of June are included in the agenda package.

iii. Approval of Fiscal Year 2026 Meeting Schedule

Ms. Adams stated the meeting schedule is on page 175 of the agenda package. The same format has been followed with regular 4:00 pm meetings and four 6:00 p.m. evenings throughout the fiscal year.

On MOTION by Ms. Sides, seconded by Mr. Jones, with all in favor, the Fiscal Year 2026 Meeting Schedule, was approved.

iv. Goals and Objectives

a. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. Adams stated the 2026 goals & objectives are in the same form of the current goals & objectives. She asked for any discussion.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Adoption of Fiscal Year 2026 Goals & Objectives, was approved.

b. Presentation of Fiscal Year 2025 Goals & Objectives Authorizing Chair to Execute

Ms. Adams asked for a motion to authorize the Chair to execute the final form of recording for your current goals and objectives. They are required to report on how well those goals & objectives were met and report on the District website by December 1, 2025.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, Accepting the Fiscal Year 2025 Goals & Objectives – Authorizing Chair to Execute, were approved.

TENTH ORDER OF BUSINESS **Supervisors Requests**

There being no comments, the next item followed.

ELEVENTH 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