**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 Thursday, **September 2, 2025,** at 4:05 p.m. at the Towne Park Amenity Center #1, 3883 White Ibis Road, Lakeland, Florida, and by Zoom.

Present and constituting a quorum:

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| Greg Jones | Chairman |
| Jennifer Tidwell | Vice Chairperson |
| Tom Zimmerman *by Zoom* | Assistant Secretary |
| Roger Runyon | Assistant Secretary |
| Zabrina Sides | Assistant Secretary |

Also present were:

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| Tricia Adams | District Manager, GMS |
| 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 4:05 p.m. and called the roll. Four Board members were present in person constituting a quorum and one Board member joining by Zoom.

**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 August 5, 2025 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the August 5, 2025 Board of Supervisor 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 Ms. Sides, seconded by Mr. Zimmerman, with all in favor, the Minutes of the August 5, 2025 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2025-06 Setting the Date, Time, and Location of Public Hearing to Adopt Amended Rules of Procedure**

Mr. Collins presented Resolution 2025-06. He stated his office prepared a memo outlining the changes that were made following the state's 2025 legislative session. He noted that they were primarily changing the rule adoption notice procedures because the state now requires a total of 35 days to notice a public hearing to adopt rule changes. The other main change is to the competitive bidding procedures or criteria that the Board can consider when determining which bidder to select for a competitive bid process for public works construction projects. He explained that they are now no longer permitted to consider the amount of work that the contractor has or has not performed for the District in the past. In conclusion, he stated they were just updating the rules to bring those in compliance with what the Legislature changed.

Ms. Adams explained that adoption of Resolution 2025-06 would set a public hearing for November 4, 2025, at their regular meeting time in order to have a public hearing to adopt the rules that were just identified by District Counsel.

> On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Resolution 2025-06 Setting the Date, Time, and Location of the Public Hearing to Adopt Amended Rules of Procedure for November 4, 2025 at 4:00 p.m., was approved.

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

Ms. Adams explained that Mr. Virdee was in attendance. She explained that Board members had at last month's meeting considered an easement variance application. She stated that one of the items that the Board discussed is that it didn't make sense for the District to approve a certain type of fence if in fact the HOA would not allow that type of fence to be installed on residential property. As a result, Mr. Virdee was asked to get written permission from the HOA regarding which styles of fences the HOA would consider approving. The communication from the HOA is included in the agenda package on page 86.

Mr. Collins reminded the Board of the precedent that would be set by approving this variance application. He pointed out that the variance that was approved earlier this year was specifically because that lot was distinguishable for the rest of the lots on that block. He asked the Board to keep this in mind as they consider the variance application. He encouraged the Board if they have any questions on technical specifications, to direct the questions to the District Engineer.

Mr. Rayl, District Engineer, stated the easement is 20 feet in width and it's for a 20 foot wide drainage swale. He explained that it's a surface feature and it occupies that entire 20 feet. He noted the purpose of the easement is twofold. It's one for the physical conveyance of the water along the rear of the lots toward the pond and it's also the access along and through that entire easement to maintain or repair any portion of it.

Ms. Adams opened Board discussion for this item. Discussion ensued and the Board considered the easement variance application for 5438 Keaton Springs Drive. Mr. Runyon suggested that rather than the fence being installed at the rear property line, there be a four foot setback. There was protracted discussion about if there would be any benefit or advantage to that. Ms. Adams noted the two paramount issues were continued water flow as well as access issues.

Mr. Rayl stated while the flow line of the swale isn't centered in the 20-foot easement, it is more towards the front of the 20-foot easement. He noted that the best place and the least opportunity to be in the way of the function of the swale and the easement would be at the extent of the easement out at the rear property line. He explained that moving it in is moving it more towards the area where they are going to be expecting flow through it. Ms. Adams asked Mr. Rayl's input on the fence being installed in the easement. Mr. Rayl responded that the primary purpose behind the picket style or the open aluminum fence panels were so that there would not be any obstruction to flow. He explained that it would be more appropriate if they were located in the 20 foot span on the side property lines where the water is going to be flowing through. He further explained that it wouldn't have to be along the rear property line because they don't have access across that direction and there's no water flow expected across that direction. He added that it flows from side to side across the lot. He suggested that the style of fence be used in the 20 foot easement area on the east and west property lines near the rear. He pointed out that it doesn't need to be on the rear property line. Discussion ensued regarding gates to provide access along the easement. Mr. Rayl stated they have to be able to travel longitudinally through the easement to maintain the entire easement. He pointed out that they don't have individual access. He reminded the Board that they were granted by the homeowner at the very western end of the swale access from the street across their property in order to approve their easement in that specific location for the configuration, which was the very beginning of the swale. He noted otherwise they have no other ingress and egress through the lots other than this 20 foot along the rear. He explained that if they didn't have ingress/egress maintained through the rear of the subject lot, then they have no ability to maintain the lots upstream of it or downstream of it without receiving easements from each of those individual lot owners as well.

After discussion, Ms. Adams stated that ultimately any action the Board takes will be contingent on HOA approval of the ARC application as well as the final access requirements to be determined by the District Engineer. Mr. Collins explained that it would be two separate agreements – a License Agreement and an Easement Agreement. He explained that this allows the District to go back onto the homeowner's property to maintain the swale. District Counsel noted the conditions for the Board to consider is to approve the variance application conditioned upon formal written approval from the HOA as to the type of fence, upon the execution in a form acceptable to the District of a License Agreement and an Easement Agreement, upon final review by the District Engineer to determine if additional easement access is required, and as to the location of fences to allow the District to access the easement pursuant to the Easement Agreement. The Board agreed to the noted conditions stated by District Counsel.

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| On MOTION by Mr. Runyon, seconded by Mr. Zimmerman, with all in favor, the Easement Variance Application - 5438 Keaton Springs Drive with Conditions Outlined by District Counsel, was approved. |

Public comment period was opened. Mr. Virdee requested guidance to properly execute. The Board will direct the District Engineer to provide a sketch. Mr. Rayl agreed to assist in providing a sketch that will depict the access gate, any additional access easement, as well as the fabrication and the exact installation location for the fence. It was noted that there are corner lot pins in the back. It was suggested to this resident to make sure their fence company is finding the pins.

**SIXTH ORDER OF BUSINESS** **Consideration of Proposal for Dolostone Mailbox Area Improvements**

Ms. Adams presented the proposal for the Dolostone mailbox area improvements. Mr. Rayl stated this is still the same scope of work and same contractor as they approved previously. He explained that it's the same scope of work for the improvements in front of the mailboxes on Dolostone to be finished with concrete to get rid of the rutting and the drainage issue there. He also noted that they're requesting a 50% deposit to get to work on the schedule and they indicated they would be starting within one week of receiving their deposit.

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| On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Proposal for Dolostone Mailbox Area Improvements, was approved. |

Mr. Rayl explained that the sidewalk is in front of the mailbox pad, and this will fill that space between the curb and the sidewalk, which is 8 feet wide. He added that the length is long enough for three parking spaces and then with tapers on the end to get on and off the roadway.

**SEVENTH ORDER OF BUSINESS** **Staff Reports**

**A. Attorney**

Mr. Collins reminded the Board of the ethics training round two, which will be on September 24th at 5:30 p.m. on Zoom. A reminder will be sent as well. He noted that the Landscape Agreement renewal was approved at the last meeting and the agreement expires at the end of February 2026 and this contract is over the RFP bid threshold, so the Board will need to go out to bid this one before the end of 2025. Ms. Adams explained the extensive bid process and discussion ensued.

**B. Engineer**

**i. Status Update on Medulla Stormwater Repair**

Mr. Rayl stated they are still working on the easement that is being requested by the City of Lakeland for the construction of a water line that the Board approved. He noted they would like them to make one correction to the legal description just to make sure there can't be any issue with it in the future. He discussed the failure in the floodplain compensation area at the southern limits of Medulla. He explained they went out and identified the area of the failure. He pointed out that there is some voids that are forming around the miter to the end sections around the pipes that pass under Medulla in that same location. He stated they have requested quotes from a couple of contractors who've done work in the District in the community. They asked them both to update their quotes to better reflect the scope of what they are trying to accomplish. One was received and the other one wasn't yet received in time for the meeting. The Board suggested to wait for the second quote and then go through the process at the next meeting. Mr. Rayl concluded his engineering report.

**C. Field Manager's Report**

Mr. Bailey reviewed the Field Managers Report on page 100 of the agenda package. He reviewed the completed items, which included the divider in the men's restroom of amenity two was pulled from the wall again and the divider has been resecured to the wall, the amenity one playground has been repaired, the amenity floodlight has been placed back up at the amenity, the debris left at the back of the District has been removed, and the amenity two pool depth marker has been replaced. He reviewed the other items on his report, which included the littoral shelf still showing healthy growth, the landscape around the ponds off of Medulla are showing healthy growth. He noted he talked to Prince about cutting the walking path back.

**i. Consideration of Proposal for Plant Landscaping at Amenity 2**

Mr. Bailey presented a proposal for plant landscaping at Amenity Two. Discussion ensued on the landscaping. Ms. Adams reminded the Board that they allocated $55,000 for landscape enhancements this fiscal year and it ends September 30$^{th}$. She noted they only spent $12,000. In addition to that, there is another $55,000 allocated for the upcoming fiscal year. She informed the Board that if they want to move ahead with these projects presented by Mr. Bailey, there is funding available. The Board pointed out that they have received complaints about the weeds on the fences around the lakes. It was noted that the landscapers keep roughly 6 inches off the private fences because they're liable for damage. The discussion ensued regarding the landscape and treatment around the private fences as well as the contract agreement the District has with Prince. It was decided to review this item and come back with suggestions next month on treating nearby fences. There was a question about moving money they saved from one area to another area. Ms. Adams responded that they don't really need to. She explained that the Board's hands are not tied by the adopted budget. She further explained that to the extent that funds are available, the Board members can choose to approve landscape enhancements in excess of $55,000. The Board decided to defer this item and gather other proposal options for the Board to consider.

**ii. Consideration of Proposal for Tree Replacement at Ponds**

Mr. Bailey presented a proposal for tree replacement at ponds. Discussion ensued on the tree replacement at ponds. There was a question that if the Board approved less than 50 trees for Prince and Sons, are they the same unit cost per tree. The response was to redo the proposal to match the four ponds and the other one with trimming behind the 10 homes. It was added that they would find out the legality of trimming adjacent to the conservation area. They will confer with Alan Rayl and will get some direction. The Board decided to defer this item and gather other proposal options for the Board to consider.

**iii. Consideration of Proposal for Trimming on Spruce Creek Dr.**

Mr. Bailey presented a proposal for trimming on Spruce Creek Drive. The Board decided to defer this item and gather other proposal options for the Board to consider.

**iv. Consideration of Proposal for Benches at Ponds**

Mr. Bailey presented a proposal for benches at ponds. This proposal will do four inground benches at $3,508 to have them all installed. The placement of the benches was discussed. They will adjust the locations on the entrance left pond, they will continue to leave the one at the large lake, they will put one at the Amenity One playground, and the last bench will be on the far end pond at the end of Medulla.

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| On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Proposal for Benches at Ponds, was approved. |

**v. Ratification of Irrigation Repair and Controller Relocation**

Ms. Adams stated there was an urgent irrigation repair that was during a time of extended high temperatures and low rainfall. She explained that staff presented a proposal to the Chairman of the Board for the controller repair and the associated work. The total amount is $3,895.91. The Chairman approved this, and the work has been done. They asked the Board to ratify this item to protect the actions of the Chair.

On MOTION by Mr. Runyon, seconded by Ms. Tidwell, with all in favor, the Irrigation Repair and Controller Relocation, was ratified.

**D. District Manager's Report**

**i. Approval of Amenity Policy Clarification Regarding Access Card Issuance**

Ms. Adams stated they need to update the current verbiage regarding the access card issuance to say they're issued at the time the application and documentation is received. She noted this was a minor administrative correction that was brought to their attention by a citizen and District Counsel has confirmed that they don't need to go through a public hearing to make this administrative correction as long as the Board approves of that policy clarification.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Amenity Policy Clarification Regarding Access Card Issuance, was approved.

**ii. Review of Amenity Privileges Suspension**

Ms. Adams stated they had an amenity user who was issued a warning letter in April regarding members of their household accessing the pool after hours. She noted that same circumstance occurred on August 21st in accordance with the amenity policy violation procedures that have been adopted by the Board. She explained that the second infraction did result in a suspension up through today so the Board could consider extending the suspension to what would be a 30 day time period or for even a longer period if the Board deems there were egregious circumstances. She pointed out that this violation is a repeat violation with no egregious circumstance. The Board decided to extend suspension to September 21, 2025.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Amenity Privileges Suspension – Extend Suspension to September 21, 2025, was approved.

**iii. Approval of the Check Register**

Ms. Adams presented the check register from July 19, 2025 to August 22, 2025 totaling $109,297.23. Immediately following is a detailed run summary.

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

**iv. Balance Sheet and Income Statement**

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

**EIGHTH ORDER OF BUSINESS Supervisors Requests**

Supervisor Runyon asked about the no fishing sign installation status. Ms. Adams asked if there was an estimated time of arrival on when the signs will be here. The Field Manager's response was that they should be in the warehouse.

**NINTH ORDER OF BUSINESS Adjournment**

Ms. Adams adjourned the meeting.

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| On MOTION by Mr. Jones, seconded by Ms. Sides, 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