

**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, **October 7, 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
Jennifer Tidwell *by Zoom*
Tom Zimmerman
Roger Runyon
Zabrina Sides

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

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

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
District Engineer, Rayl Engineering
Field Services Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 4:00 p.m. and called the roll. Four Board members were present in person and one Board member joined by Zoom. A quorum was established.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period.

Sarah Jenson (5897 Arlington River Drive) asked about the landscape maintenance along private fence line.

October 7, 2025

Towne Park CDD

THIRD ORDER OF BUSINESS**Approval of Minutes of the September 2, 2025 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the September 2, 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 corrections to the minutes.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, the Minutes of the September 2, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Purchase Agreement and Related Documents with Lakeland Electric**

Ms. Adams stated recently they had the City of Lakeland approach Towne Park CDD regarding the acquisition of an easement agreement to benefit the public and to improve the services for Towne Park CDD residents. Ultimately the Board approved the form of the purchase agreement and the substantive documents that were presented; however, they were still subject to District counsel's review, District engineer's review, and review by City of Lakeland. Mr. Collins noted there were no substantial changes made. He explained that they attached an addendum that secured some of the District's rights. He pointed out one slight change to the legal description on the exhibit. Otherwise, he stated it was executed in substantially the form that was approved by the Board. The final form is presented in the agenda packet.

On MOTION by Mr. Zimmerman, seconded by Mr. Runyon, with all in favor, the Purchase Agreement and Related Documents with Lakeland Electric, was approved.

FIFTH ORDER OF BUSINESS**Review and Consideration of Landscape & Irrigation Maintenance Request for Proposals**

Ms. Adams stated that the project manual is on page 28 of the agenda package for Board review. This included the form of the legal notice, a timeline for solicitation of proposals and opening the sealed proposals. She further explained that they are gearing up to have the proposals presented to the Board at the December meeting. From there, the Board will select a service provider with the idea being that in January 2026, they will be in a position to enter into the

October 7, 2025

Towne Park CDD

agreement with the service provider that was selected by the Board of Supervisors. She stated because this contract is anticipated to be in excess of \$195,000, it does require a public bid process where they legally notice the project in a newspaper of general circulation in Polk County and that the sealed bids are provided and opened at a noticed date and time. She discussed the timeline stating they anticipate that the Board will approve the project manual in substantial form today and it will be finalized and ready to be noticed on October 17th. She noted they anticipate the interested parties will participate in a pre-bid meeting with the field services team, which will occur on October 28th and will be a virtual meeting, but mandatory for anyone who is interested in the project. All bidder questions will be due by November 12th and the bids will open on November 24th at 11:00 a.m.

Ms. Adams discussed the evaluation criteria, which was on page 37 of the agenda package. She addressed Ms. Jensen's question regarding the maintenance around the private fences stating the landscape service provider for the CDD has been directed to stay six inches away from private fences in order to deter damage to the private property. Discussion on the landscape maintenance ensued scope. Mr. Bailey stated liability is what is coming into play. He explained that the service provider had been doing the private fence maintenance as a courtesy and now it's a liability due to potential damage to private property and becoming an expense that wasn't expected. The scope was discussed. Mr. Collins stated they were asking the contractor to assume a certain amount of risk and with that, they are going to price that in to whatever the bid response is therefore creating a more expensive contract for the District for what ultimately should be a homeowner responsibility to begin with, specifically as it relates to the resident fences. He added that when they are talking about the District fences, that is a completely separate issue. After discussion, there was consensus on the Board to revise the scope to say landscapers will perform string trimming along private fences.

Ms. Adams noted there will also be a revision addressing chemical weed control to not allow for chemical edging along the fence line. Ms. Sides asked if in the meantime staff would make sure Prince & Sons starts maintaining all the CDD property fences. Discussion ensued on another issue on page 56 where it discusses mowing of all ponds or wetlands. It was requested to change the *"every other mow cycle at minimum"* to *"every mow cycle"* where it says, *"pond edges that cannot be reached by a full size mower will be string trimmed."* It was also noted that there was an issue with the clippings being left behind, so the scope needs to be more specific about the

October 7, 2025

Towne Park CDD

clipping cleanup. Another change discussed was to add “*multi-use path*” on page 57 for better clarification on edging. There were also discussions on annuals, mulch, the evaluation criteria on the pricing component, and emergency cleanup services.

On MOTION by Ms. Sides, seconded by Mr. Runyon, with all in favor, the Landscape & Irrigation Maintenance Request for Proposals, was approved as amended in substantial form.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins congratulated the Board of Supervisors on finishing the 2025 ethics training. He noted the District was recently named in a lawsuit incorrectly but that matter had been resolved.

B. Engineer

Mr. Rayl stated they reviewed the updated edited version of the legal description for the City of Lakeland easement and was satisfied and recommended that to go forward. He noted that on the Dolostone work, the contractor is coordinating with the city for the maintenance of traffic. He explained that once that is finalized, they will let them know when they are going to start.

Mr. Rayl updated the Board on the bids to do the repair work on the floodplain compensation area at the western side at the southern end of Medulla. He explained that they reached out to a couple of other contractors, and they received one quote back and it was much higher than the other quotes that they had at the time. He requested the Board approve A&L site services quote for \$5,500 to fill the voids around the mitered end sections at the culvert that runs under Medulla where they are having erosion and to also install additional riprap at the floodplain compensation area at the overflow spillway to reestablish the crest elevation where it had eroded, and part of the crest collapsed. He explained that the bid was satisfactory and complete in work efforts and is the best price. He added that they have experience with the firm previously and were satisfied.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Stormwater Repair by A&L Services \$5,500, was approved.

October 7, 2025

Towne Park CDD

Mr. Rayl noted one final matter, which was an item approved at last month's meeting regarding the encroachment in the easement. He noted they were also asked to prepare a description sketch for the side lot line access easement to the benefit of the CDD. He stated they sent that over in final form to District management today.

C. Field Manager's Report

Mr. Bailey reviewed the Field Managers Report on page 100 of the agenda package. The completed items included fishing signs added to the lake, the asphalt trail has been cut and sprayed to push back overgrowth, the faucet batteries were changed along with a new flush valve installed for the handicap stall at the amenity two restroom, and the fence along the separate parks was adjusted to make sure dogs at the dog park do not cross over. Items in review include littoral shelf along the lake still showing healthy growth, the ponds doing well throughout the District, and amenity landscape doing well overall with some cedars behind the amenity were found to have mites causing the plants to need to be replaced and treated to prevent further loss.

i. Consideration of Floralawn Proposals

- a. Installation of Bald Cypress Trees**
- b. Conservation Line Clean Up**
- c. Landscaping at Amenity 2**

Mr. Bailey presented proposals for installation of bald cypress trees, conservation line clean up and landscaping at Amenity 2.

ii. Consideration of Prince & Sons Proposals

- a. Installation of Bald Cypress Trees**
- b. Conservation Line Clean UP**
- c. Landscaping at Amenity 2**

Mr. Bailey presented proposals for installation of bald cypress trees, conservation line clean up, and landscaping at Amenity 2. It was decided to defer amenity center landscape improvements and cypress tree planting and to delegate authority to Chair to approve final form of proposal for conservation tract fence line cleanup NTE \$6,700.

October 7, 2025

Towne Park CDD

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, Delegating Authority to Chair to Approve Final Form of Proposal for Conservation Tract Fence Line Cleanup NTE \$6,700, was approved.

Mr. Bailey discussed the bench locations. He noted he updated the dots where the benches were not right. He presented the map of the locations to the Board for confirmation. After discussion, the Board decided to on move a bench to the large dog park for more seating. Mr. Bailey will adjust the map to reflect the changes discussed. The Board asked staff to make sure all dog waste is being emptied two days a week. For clarification, Mr. Bailey asked the Board if they want the fence on Medulla trimmed. The Board responded yes.

D. District Manager's Report

i. Approval of the Check Register

Ms. Adams brought to the Board's attention that they are getting persistent communication from public safety groups and Polk County roads and services regarding the Medulla gate. She explained that they are asserting that the gate should be locked at all times and only the fire department or EMT's should be able to open it. She further explained that they have provided the CDD with information on how to pay for the locks for the gate. She noted that because they have had some security challenges with keeping the gate locked, they are seeking additional feedback from their District engineer as well as a specialty service provider who can work with Lakeland Police Department. She pointed out that for an upcoming meeting; it may be likely that they have a brief closed security session as it relates to the District security system and how the gate could potentially be secured. She clarified that this is not something the CDD is initiating. It is something that is being insisted on by the City of Lakeland and Polk County.

Ms. Adams presented the check register from August 23, 2025 to September 24, 2025 totaling \$92,975.41. Immediately following is a detailed run summary.

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

October 7, 2025

Towne Park CDD

ii. Balance Sheet and Income Statement

Ms. Adams stated the unaudited financials through August are included in the agenda package.

SEVENTH ORDER OF BUSINESS

Supervisors Requests

Supervisor Jones requested a proposal for solar lighting at the dog park.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

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

Signed by:

Tricia Adams

Secretary/Assistant Secretary

DocuSigned by:

[Signature]

Chairman/Vice Chairman