

**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, **November 4, 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  
Tom Zimmerman  
Roger Runyon  
Zabrina Sides

Chairman  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

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

District Manager, GMS  
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 in attendance constituting a quorum. Supervisor Jones attended by Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams noted no members of the public were present in person or by Zoom to provide comment.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the October 7,  
2025 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the October 7, 2025 Board of Supervisor meeting. She noted that the draft meeting minutes have been reviewed by District Manager and District Counsel. The Board had no changes to the minutes.

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On MOTION by Mr. Zimmerman, seconded by Ms. Tidwell, with all in favor, the Minutes of the October 7, 2025 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Comment**

Ms. Adams stated this public hearing is to amend and restate the rules of procedure. This public hearing has been noticed in accordance with Florida statutes. She asked for a motion to open the public hearing.

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

Ms. Adams stated no members of the public are present nor attending by Zoom to provide public testimony. She asked for a motion to close the public hearing portion of the meeting.

On MOTION by Ms. Tidwell, seconded by Mr. Runyon, with all in favor, Closing the Public Hearing, was approved.

**B. Consideration of Resolution 2026-01 Adopting Amended and Restated Rules of Procedure**

Ms. Adams stated this resolution adopts the amended rules and restated rules of procedure to be in compliance with recent statutory changes. District Counsel previously presented a draft of the rules of procedure. Mr. Collins’s team has prepared the resolution as well as the amended and restated rules. Mr. Collins reviewed the documents included in the resolution with the Board and offered to answer any questions.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, Resolution 2026-01 Adopting Amended and Restated Rules of Procedure, was approved.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-02 Amending Fiscal Year 2025 Adopted Budget**

Ms. Adams stated Florida statutes require if the District goes over line items in the budget by a certain percentage, we are required to amend the budget within 60 days of the end of the fiscal year. District Counsel prepared a resolution to go along with the budget amendment on page 81 of the agenda package. She presented the amended budget which is included as an exhibit to the Resolution.

On MOTION by Ms. Tidwell, seconded by Ms. Sides, with all in favor, Resolution 2026-02 Amending Fiscal Year 2025 Adopted Budget, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of 2026 Swim Lessons**

Ms. Adams discussed a proposal for swim lessons at either pool. She will coordinate with the owner to see what they can come up with as far as revised schedule for the Board to consider and Counsel bring back the form of agreement for Board Members to see the terms.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Fiscal Year 2025 Audit Engagement Letter**

Ms. Adams stated on page 91 of the agenda package is the audit engagement letter for FY25. The District is required to undergo an annual independent audit of all of the District's financial records. The District has an audit service agreement for five years with McDirmit Davis. They have indicated the cost for the audit will be \$4,200. That is within budget.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, the Fiscal Year 2025 Audit Engagement Letter, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Agreement for Parking Pad Installation Services with Royal Concrete Solutions**

**NINTH ORDER OF BUSINESS**

**Ratification of Agreement for Control Structure Repairs with Royal Concrete Solutions**

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Mr. Rayl presented proposals for the mailbox parking improvements as well as control structure repairs that were stormwater damages as a result of severe weather. Mr. Rayl stated Royal Concrete was the contractor that was originally awarded the parking area at the mailbox pad. They were the second lowest bidder on the flood plain repairs. The low bidder contractor basically went out of business. Ms. Adams noted the work was approved in advance by the Board. The agreements were sent to the Chair who signed them which allowed staff to start the process of requesting invoices for deposit and getting the project scheduled.

On MOTION by Mr. Zimmerman, seconded by Ms. Tidwell, with all in favor, the Agreement for Parking Pad Installation and Agreement for Control Structure Repairs with Royal Concrete Solutions, were ratified.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Collins had nothing additional to report.

**B. Engineer**

Mr. Rayl stated they provided an updated description and sketch for the Keaton Springs easement that was on last month’s meeting. They are good to go with that and is a resolved issue.

**C. Field Manager’s Report**

Mr. Bailey reviewed the Field Managers Report on page 127 of the agenda package. Ms. Tidwell asked if they could power wash the fences.

**i. Consideration of Proposal for Solar Lights at Dog Park**

Mr. Bailey presented a proposal to add four solar lights, one at each of the corners of the dog park totaling \$1,285. This item was deferred to the next meeting.

**D. District Manager’s Report**

**i. Approval of the Check Register**

Ms. Adams presented the check register from September 25<sup>th</sup> through October 24<sup>th</sup> totaling \$90,298.77. Immediately following the register is a detailed summary.

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

**ii. Balance Sheet and Income Statement**

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

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Adams adjourned the meeting.

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

Signed by:  
*Tricia Adams*  
Secretary/Assistant Secretary

DocuSigned by:  
*[Signature]*  
Chairman/Vice Chairman