

**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, **December 2, 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 <i>by Zoom</i>	Vice Chairperson
Tom Zimmerman	Assistant Secretary
Roger Runyon	Assistant Secretary
Zabrina Sides	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Patrick Collins	District Counsel, Kilinski Van Wyk
Meredith Hammock <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Alan Rayl	District Engineer, Rayl Engineering
Allen Bailey	Field Services Manager, GMS
Garth Rinard	LMP/Juniper
Lucas Martin	Prince & Sons
Brian Brown	Yellowstone

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 6:00 p.m. and called the roll. Four Board members were present in person. Supervisor Tidwell joined by Zoom. 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.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the November 4, 2025 Board of Supervisors Meeting

Ms. Adams presented the minutes of the November 4, 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 corrections to the minutes.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, the Minutes of the November 4, 2025 Board of Supervisors Meeting, were approved.

A. Engineer

Mr. Rayl reviewed the old business including flood plain repairs. Mr. Bailey is sending photos of the completed project. He noted they will keep observing it. The vendor built it up using the base that was there before. Mr. Rayl stated he looked at the global fill that was put around the mitered end section up against the road and was able to detect one small void still remaining 5 ft. down. Everything else was pretty solid. He recommended the Board deem that work to be done satisfactorily and pay the contractor in full. That same contractor was looking for a deposit to begin the mailbox work but as of today he still has not received it. He noted a SWFWMD permit inspection that has come due.

FOURTH ORDER OF BUSINESS

Consideration of Responses to Landscape Request for Proposals

- A. ASI Landscapes**
- B. Brightview Landscape Services**
- C. Duval Landscapes**
- D. LMP – Juniper Company**
- E. Prince & Sons Inc.**
- F. Russell Landscape**
- G. Yellowstone Landscape**

Ms. Adams stated the maintenance contract for landscaping and irrigation is required to go out to public bid at five-year intervals. After solicitation for the bid, seven proposals were received. All of the proposals were provided to the Board. All of the vendors who provided a proposal did attend a mandatory pre-bid conference. Field management staff prepared an evaluation to aid Board member discussion. She stated the Board members can accept the ranking from field management staff or can make adjustments and do a consensus ranking. The Board also had the

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option of doing individual rankings and discussing. If the Board accepted the field staff rankings, Duval would be ranked #1 and #2 ranked would be Prince & Sons. The consensus of the Board is that Duval for experience would be awarded 23 points and their overall total score is 98. Prince & Sons is ranked #1 at 98.17 points and Duval ranked #2 at 98.0 points. Russell Landscape is ranked at 95.21. ASI at 91.88, Juniper at 94.87, Yellowstone at 90.79, and Brightview at 95.13.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, Ranking Prince & Sons as the #1 ranked vendor and Directing Staff to Enter Into a 5-year agreement effective March 1st, was approved.

Mr. Bailey to determine if Prince will trim the private fences through February 28, 2026 and confer with Patrick. They are going to see if they can start the new contract effective January 1st. Board direction was for Mr. Bailey to have a conversation with Prince to see if they will honor the current rate but go ahead and string trim the private fences as will be required by the new contract anyway, if not, they can draft the new agreement.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2026-03 Authorizing Chair, Vice Chair, and District Manager to Approve Expenses Within Threshold

Ms. Adams stated this is for authorization of urgent items in between meetings. The District Manager can authorize \$2,500 per proposal or event. The Chair or Vice Chair if the Chair is unavailable may authorize expenses up to \$10,000 and together the District Manager and Chair can authorize jointly up to \$25,000.

On MOTION by Ms. Sides, seconded by Mr. Jones, with all in favor, Resolution 2026-03 Authorizing Chair, Vice Chair, and District Manager to Approve Expenses Within Threshold, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Agreement for Swim Lessons with PoolSkool USA

Ms. Adams stated the District has the opportunity to have swim lessons that would benefit Towne Park residents. PoolSkool USA provided terms for the Board to consider. Ms. Adams noted

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that District Counsel has updated a form of agreement that is used with the same vendor at another CDD in Central Florida. She requested that the vendor stop swim lessons by noon. Mr. Collins asked if the Board wanted to charge a nominal fee for non-residents to participate. The nonresident would pay the flat fee plus the nonresident fee of \$15.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Agreement for Swim Lessons with PoolSkool USA, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of December Special Event

Ms. Adams stated a realtor has requested to have a special event at the clubhouse parking lot on December 7th from 3:00 p.m. to 6:00 p.m. If the Board approves this, a license agreement will be issued with indemnification, insurance, and protections for the District.

On MOTION by Ms. Sides, seconded by Mr. Jones, with all in favor, the December Special Event, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

B. Attorney

Mr. Collins had nothing additional to report.

C. Field Manager's Report

Mr. Bailey reviewed the field managers' report.

i. Consideration of Proposal for Solar Lights at Dog Park

Mr. Bailey presented a proposal for four solar lights at the dog park for \$1,285 for labor, mobilization, and equipment.

On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, the Proposal for Solar Lights at Dog Park totaling \$1,285, was approved.

Mr. Jones spoke about new operating hours for the dog park. He asked about putting a hard stop time on it.

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On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, to Extend Dog Park Hours to 10:00 p.m. once lights are installed, was approved.

Mr. Jones spoke about the irrigation at the dog park as it is getting dry. Mr. Bailey will review with Prince & Sons.

D. District Manager’s Report

i. Approval of the Check Register

Ms. Adams presented the check register from October 24th through November 20th totaling \$75,404.63. Immediately following the summary is a detailed run. Ms. Adams offered to answer any questions.

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 the end of October are included in the agenda package.

NINTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

TENTH 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:

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Secretary/Assistant Secretary

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Chairman/Vice Chairman