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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, **March 3, 2026,** 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

Also present were:

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 6:00 p.m. and called the roll. Three Board members were present in person constituting a quorum. One Board member participated via 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 February 3, 2026 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the February 3, 2026 Board of Supervisor meeting. She noted the draft minutes were prepared by District staff and reviewed by District Counsel. The Board had no changes to the minutes.

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> On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Minutes of the February 3, 2026, Board of Supervisors Meeting, were approved as presented.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2026-04 Approving Fiscal Year 2027 Proposed Budget and Setting Public Hearing to Adopt**

Ms. Adams reviewed Resolution 2026-04 approving the proposed Fiscal Year 2027 budget and setting hearing for August 4, 2026, at 6:00 p.m. at the Towne Park Amenity Center. The proposed budget reflects no increase in assessments, maintaining the annual assessment at $759.47 per unit. Key highlights included increased landscape maintenance and replacement funding to address contract costs and potential freeze-related impacts, a 5% increase in District management and field management fees, adjustments to operational expenses based on vendor input and historical usage, addition of holiday décor line item for potential enhancements, reduced amenity expenditures due to payoff of prior furniture lease obligations, conservative budgeting for insurance costs, pending final estimates, continued use of available fund balance to balance the proposed budget, and no planned capital reserve transfer at this time, though surplus may be allocated at year-end. The capital reserve balance is projected to reach approximately $282,859 by the end of FY 2027.

Following discussion and clarification regarding budget assumptions and increases, the Board approved Resolution 2026-04.

> On MOTION by Mr. Jones, seconded by Mr. Runyon, with all in favor, Resolution 2026-04 Approving Fiscal Year 2027 Proposed Budget and setting the public hearing for August 4, 2026, at 6:00 p.m., at the Towne Park Amenity Center #1, 3883 White Ibis Road, Lakeland, Florida., was approved.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2026-05 Relating to the General Election Seats and Qualifying Period Notice and Procedure**

Ms. Adams presented Resolution 2026-05 relating to the upcoming general election. The resolution provides formal notice that Seats 2 and 3, both expiring in November 2026, will be

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placed on the ballot and administered by the Polk County Supervisor of Elections in accordance with Chapters 190 and 99, Florida Statutes.

Qualified electors are defined as registered voters residing within the District who are U.S. citizens, residents of Florida, and at least 18 years of age may qualify for these seats during the designated qualifying period. Ms. Adams explained that approval of the resolution also authorizes publication of the required notice in a newspaper of general circulation in Polk County.

> On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, Resolution 2026-05 Relating to the General Election Seats and Qualifying Period Notice and Procedure, was approved.

SIXTH ORDER OF BUSINESS **Ratification of Additional Services Order for Well Repairs**

Ms. Adams presented a ratification of a time-sensitive well repair previously authorized by the Chair pursuant to emergency operational authority to prevent damage to District irrigation infrastructure. The repair included replacement of pump wire, drop pipe, well seat, and pressure gauges (PSI gauges), for a total cost of $8,143.50. The Board ratified the Chair's approval and staff's actions.

> On MOTION by Mr. Runyon, seconded by Mr. Zimmerman, with all in favor, the Additional Services Order for well repairs in the amount of $8,143.50 was ratified.

SEVENTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Mr. Collins reported no substantial updates and noted that District operations are proceeding smoothly. Mr. Collins reminded the Board of the annual ethics training requirement, confirming that training must be completed each calendar year, completion is self-certified upon filing Form 1 or Form 1F, as applicable, and prior training does not carry over; new training is required for 2026.

Ms. Adams noted that training resources, including links and prior recorded sessions, are available to assist Board members.

B. Engineer

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Mr. Rayl reported the required stormwater system reinspection certification has been submitted to the Southwest Florida Water Management District (SWFWMD). While the submission is not yet marked complete in the system, no issues are anticipated. The next inspection is expected in approximately two years. With no further questions, the Board excused Mr. Rayl from the remainder of the meeting.

C. Field Manager's Report

i. Consideration of Proposals for Tree Installation on Peregrine Way

a. Prince and Sons (3)

b. Floralawn, Inc. (2)

c. Redtree Landscape Systems

Ms. Adams provided an update regarding prior correspondence with the City of Lakeland concerning tree requirements. A letter, prepared in coordination with District Counsel, was submitted requesting consideration for relief from the requirement. No response has been received to date. Proposals are presented for informational purposes only. No Board action is requested pending clarification from the City of Lakeland regarding tree requirements.

Mr. Bailey provided updates on maintenance and operational items including repair and restoration of fencing following storm damage, replacement and repair of the main well pump system, including electrical components and installation of additional PSI gauges, backflow repairs at the dog park, ongoing monitoring of landscape recovery following freeze damage, with early signs of regrowth observed, and general vendor performance remains satisfactory.

Mr. Bailey reviewed multiple vendor proposals for potential tree installation along Peregrine Way, with varying sizes and costs. Irrigation requirements remain uncertain and may impact total project costs. No action was taken pending further direction from the City of Lakeland.

ii. Consideration of Proposal for Pipkin Wall Repair Options

Mr. Bailey reviewed a proposal for painting the wall along Pipkin Road, including surface preparation, repairs, and protective coating. Following discussion, the Board approved the proposal, subject to preparation and review of an agreement acceptable to District Counsel.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Proposal for Pipkin Wall Repair Options, was approved.

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D. District Manager's Report

i. Approval of the Check Register

Ms. Adams presented the check register for the period January 24, 2026 through February 19, 2026, totaling $112,075.05, along with the detailed run summary. The Board approved the check register as presented.

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

ii. Balance Sheet and Income Statement

Ms. Adams reviewed the unaudited financial statement through January 31, 2026. Key highlights included a 97% collection rate, strong unassigned fund balance to support ongoing operations, and District expenditures remain under budget across administrative, field, and amenity categories.

EIGHTH ORDER OF BUSINESS Supervisors Requests

Ms. Adams stated that no members of the public were present at the start of the meeting, however, members of the public were present later in the meeting. The Board elected to open an additional public comment period; however, no comments were made.

Supervisor discussion included follow up on irrigation functionality, ongoing concerns regarding dog park irrigation and turf conditions, including uneven coverage and heavy usage impacts, request for staff to evaluate irrigation coverage and provide recommendations, including potential maintenance or temporary closure options to allow turf recovery.

NINTH 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.

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March 3, 2026, Towne Park CDD

Signed by:
Tricia Adams
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Secretary/Assistant Secretary

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Chairman/Vice Chairman