

**MINUTES OF MEETING
FOREST LAKE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Forest Lake Community Development District was held Tuesday, **January 20, 2022**, at 9:45 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chair
Matthew Cassidy	Assistant Secretary
Patrick Marone	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	KE Law Group
Marshall Tindal	GMS
John Bannon <i>via Zoom</i>	

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were three Board members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 30, 2021 Board of Supervisors Meeting

Ms. Burns asked for any comments, corrections, or changes to the November 30, 2021 meeting minutes. The Board had no changes or corrections.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Minutes of the November 30, 2021, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Review and Ranking of Proposals Received for Phase 3 Construction Services

Ms. Burns asked Mr. Bannon, who was present via Zoom, to give an overview of these proposals. Mr. Bannon stated that they received two bids for the project and both bids were reviewed. He also said that both bids included all aspects needed in order to construct the project. He stated that they compared the bids and stated that they ranked Tucker at #1 with a score of 98 and Kearney #2 with 95.5.

Mr. Van Wyk asked Mr. Bannon if all of the bids were responsive to the RFP and if both bidders were responsible bidders. Mr. Bannon replied with yes.

On MOTION by Mr. Marone, seconded by Ms. Schwenk, with all in favor, Ranking the Proposals Received for Phase 3 Construction Services with Tucker #1, and Sending NITA to Tucker, were approved.

FIFTH ORDER OF BUSINESS

Consideration of 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns stated that this was the annual renewal for this agreement.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Contract Agreement with Polk County Property Appraiser

Ms. Burns stated that this would allow them to collect assessments on the roll for the upcoming year.

On MOTION by Mr. Marone, seconded by Mr. Cassidy, with all in favor, the Contract Agreement with Polk County Property Appraiser, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further to report.

B. Engineer

Mr. Bannon had nothing further to report.

C. Field Manager's Report

Mr. Tindall presented the field manager's report to the Board which can be found in the agenda package.

i. Consideration of Addendum to the Landscape Maintenance Contract to Include Newly Finished Area in and around the Amenity Center

Mr. Tindall stated that this addendum would add Tract F to the Prince & Sons contract. The cost is \$15,450 annually, \$1,287.50 monthly. This amount combined with the original would bring the total monthly cost to \$4,873 and \$56,082 annually.

On MOTION by Ms. Schwenk, seconded by Mr. Cassidy, with all in favor, the Addendum to the Landscape Maintenance Contract to Include Newly Finished Area in and around the Amenity Center from Prince & Sons, was approved.

ii. Consideration of Proposal for Amenity Camera System (to be provided under separate cover)

This item was not discussed.

D. District Manager's Report

i. Approval of the Check Register

Ms. Burns presented the check register and noted the total was \$204,638.05.

On MOTION by Mr. Marone, seconded by Mr. Cassidy, with all in favor, the Check Register for \$204,638.05, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated the financials were in the package for review, and there was no action that needed to be taken.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

The Board and staff decided that they will aim to open the amenity center on March 1, 2022.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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


Secretary/Assistant Secretary


Chairman/Vice Chairman