

**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, **April 5, 2022** at 1:46 p.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk  
Andrew Rhinehart  
Matthew Cassidy  
Patrick Marone

Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Roy Van Wyk *via Zoom*  
Marshall Tindall

District Manager, GMS  
KE Law Group  
GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. There were four 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 or joining the meeting by Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the March 1,  
2022 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the March 1, 2022 meeting minutes. The Board had no changes or corrections.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Minutes of the March 1, 2022 Board of Supervisors Meeting, were approved.
---

April 5, 2022

Forest Lake CDD

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04  
Supplemental Assessment Resolution (to  
be provided under separate cover)**

Ms. Burns noted she spoke with Dylan and on this one, he said that there is no need to continue. They could just plan to have this on the May 3<sup>rd</sup> meeting because that should line up with the pricing. She stated they will table this and add it to the May 3<sup>rd</sup> meeting.

**FIFTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of Amenity Policies and Rates**

Ms. Burns stated this public hearing has been advertised. They just need motion to open the public hearing.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2022-05 Adopting Amenity Policies and Rates**

Ms. Burns stated that the Resolution 2022-05 Adopting Amenity Policies and Rates is included in a package for review. The only rates included here are the nonresident user fee, which would allow some of the outside of the community to utilize some the facility at a rate of \$2,500 a year. The only other fee is the replacement access card. Residents are given two access cards at the time they move in. If they lose them, there is a \$30 fee to get those replaced.

Ms. Burns noted the standard set of rules they have for the pool, the dog park, and playground polices and then the suspension and termination of privileges if anybody has any issues with the amenity rules. Ms. Burns stated that those will be in place so that they can handle any issues that come up. Ms. Burns asked if there were any questions on the rules and heard none.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Resolution 2022-05 Adopting Amenity Policies and Rates, was approved.

Ms. Burns asked for a motion to close the public hearing.

On MOTION by Mr. Rhinehart, seconded by Mr. Cassidy, with all in favor, Closing the Public Hearing , was approved.

April 5, 2022

Forest Lake CDD

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-06  
Authorizing the Use of Electronic  
Documents and Signatures**

Ms. Burns stated this would allow them to utilize electronic signatures for the majority of the District’s records.

On MOTION by Mr. Marone, seconded by Ms. Schwenk, with all in favor, Resolution 2022-06 Authorizing the Use of Electronic Documents and Signatures, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal for Pool  
Furniture**

Ms. Burns noted the total price is \$12,746.16. She noted they did previously approve the playground quote. She asked for any questions and heard none.

On MOTION by Mr. Marone, seconded by Mr. Cassidy, with all in favor, the Proposal for Pool Furniture, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Equipment/Lease  
Purchase Agreement Updated to Include  
Playground Equipment and Pool  
Furniture**

Ms. Burns stated that this is with WHFSLLC this is the standard terms that would utilize in other Districts as well. The payment amount is \$2,390 per month starting on 5/1. She asked for any questions. Hearing none, there was a motion to approve.

On MOTION by Mr. Marone, seconded by Mr. Cassidy, with all in favor, the Equipment/Lease Purchase Agreement Update to Include Playground Equipment and Pool Furniture, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing further to report.

**B. Engineer**

There being none, the next item followed.

April 5, 2022

Forest Lake CDD

**C. Field Manager’s Report**

Mr. Tindall presented the field manager’s report to the Board. He stated the landscape scope is being maintained now. Someone had broken a bunch of glass in the parking lot, and they got that cleaned up.

Ms. Burns noted the amenity opened with the punch code and they haven’t seen the issues that they have seen with some of the other communities with a punch code. Ms. Burns asked if they got the other pool furniture they were waiting on. Mr. Tindall stated they have a couple of tables.

**D. District Manager’s Report**

**i. Approval of the Check Register**

Ms. Burns presented the check register and asked for any questions. Hearing none, there was a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Cassidy, with all in favor, the Check Register, 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.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn.

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

April 5, 2022

Forest Lake CDD

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman