

**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, **November 30, 2021**, at 9:30 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chair
Matthew Cassidy	Assistant Secretary
Patrick Marone	Assistant Secretary

Also present were:

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

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 2, 2021 Board of Supervisors Meeting

Ms. Burns asked for any comments, corrections, or changes to the November 2, 2021 meeting minutes. The Board had no changes or corrections.

On MOTION by Mr. Marone, seconded by Mr. Heath, with all in favor, the Minutes of the November 2, 2021, Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

Consideration of Notice of RFP for Phase 3 Construction Services

Ms. Burns stated that the bid packets will be ready for pick up on Monday, December 6th, and due back on January 6, 2022, with all questions due back before December 23, 2021. The Board wanted to give some time because of the holidays and the fact that people would be busy and changed the due date to January 13, 2022.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Notice of RFP for Phase 3 Construction Services, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further to report.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

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

- Meeting with landscaper to monitor site.
 - Landscaper is maintaining seeded slopes to the best of their ability.
 - Monitoring pond areas and fences.
- Monitoring amenity progress.
 - Proposals are being assembled for standard setup and maintenance.
 - Scheduled a survey with Spectrum and site was confirmed to be ready for service hookup.

Ongoing items include:

- Fence posts have settled or been disturbed. Two areas are leaning.
- Retaining walls are being monitored with the landscaper while awaiting sod.

i. Consideration of Proposal for Pool Area Garbage Cans

Mr. Tindall presented the proposal for the delivery and installation of five garbage cans around the pool area and the total cost was \$1,644.33.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Proposal for Pool Area Garbage Cans, was approved.

ii. Consideration of Proposals for Pool Maintenance Services

a) Complete Pool Care

Mr. Tindall presented the proposal for pool maintenance services from Complete Pool Care which can be found in the agenda package. The total cost is \$750 a month for cleaning three times a week.

b) Resort Pools

Mr. Tindall presented the proposal for pool maintenance services from Resort Pools which can be found in the agenda package. The total cost is \$1,500 a month and services include all pool cleaning services including blowing off the pool deck, straightening pool furniture, and picking up trash around the pool area three times a week. The Board decided to move forward with Resort Pools.

On MOTION by Mr. Heath, seconded by Mr. Schwenk, with all in favor, the Proposal for Pool Maintenance Services from Resort Pools for \$1,500 a Month, was approved.

iii. Consideration of Proposal for Janitorial Maintenance Services

Mr. Tindall presented the proposal for janitorial services from CSS, Clean Star Services, and the total is \$550 a month for three times a week.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Proposal for Janitorial Maintenance Services from CSS, was approved.

iv. Consideration of Proposals for Pest Control Services *(to be provided under separate cover)*

Mr. Tindall presented a proposal for pest control from Massey for the monthly payment option that is \$40 per month.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Proposal for Pest Control Services from Massey paying Monthly, was approved.

D. District Manager’s Report

i. Approval of the Check Register

Ms. Burns presented the check register and noted the total was \$11,263.07.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Check Register for \$11,263.07, 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.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH 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.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

On MOTION by Mr. Heath seconded by Mr. Cassidy, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman