

**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, **May 3, 2022** at 1:45 p.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Andrew Rhinehart	Assistant Secretary
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 Tindall	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 or joining the meeting by Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the April 5, 2022 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the April 5, 2022 meeting minutes. The Board had no changes or corrections.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Minutes of the April 5, 2022 Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Presentation and Approval of Supplemental Assessment Methodology for Assessment Area Two (dated May 3, 2022)**

Ms. Burns noted that this assessment report provides for an assessment methodology that allocates debt to be incurred to the benefitting properties within Assessment Area 2 of the District. She overviewed the tables attached in the methodology and offered to answer any questions. She also stated that the assessments were fairly and reasonably apportioned across the product types and the benefit on the lands is equal to or in excess of the burden placed on them.

Mr. Van Wyk asked Ms. Burns if the methodology was consistent with the Master Assessment Methodology Report, she replied that yes, it is.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Supplemental Assessment Methodology for Assessment Area Two (dated May 3, 2022), was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Series 2022 Developer's Agreements and Notice of Special Assessments:**

**A. Completion Agreement**

Ms. Burns stated that the landowner requested that the District limit the amount of debt assessments imposed on the Assessment Area 2 project and allowed the landowner to directly fund a portion of the assessments in the Assessment Area 2 project.

**B. Acquisition Agreement**

Ms. Burns stated that this agreement sets forth the process by which the District will acquire work products or improvements on any real property that is being conveyed by the landowner.

**C. True-Up Agreement**

Ms. Burns stated that this agreement confirms the landowner's intention and obligation if required to make true-up payments related to the Assessment Area 2 assessments that are on the Phase 3 lands.

**D. Collateral Assignment Agreement**

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Ms. Burns stated that this agreement outlines that in the event of default of the payment of the Assessment Area 2 bonds that the landowner will assign certain development rights to the District in order to allow the District or a third party to complete development of the Assessment Area 2 project.

**E. Declaration of Consent**

Ms. Burns stated that under this agreement the landowner is confirming and agreeing that the debt assessments have been dually adopted by the Board and that all proceedings undertaken by the District have been in accordance with Florida law.

**F. Notice of Special Assessments**

Ms. Burns stated that the District has taken all action necessary to levy and impose the Assessment Area 2 special assessments.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Series 2022 Developer’s Agreements and Notice of Special Assessments, was approved as amended.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04 Supplemental Assessment Resolution**

Ms. Burns stated that this item was tabled.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-07 Approving the Proposed Fiscal Year 2022/2023 Budget (Suggested Date: August 2, 2022), Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operations and Maintenance Assessments (Two versions of budget included)**

Ms. Burns stated that there were two versions of the Fiscal Year 2022/2023 budget included in the packet. She overviewed the differences, and the Board agreed on approving the lower option budget. The lower version did not include staffing the amenity with security.

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On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, Resolution 2022-07 Approving the Proposed Fiscal Year 2022/2023 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operations and Maintenance Assessments for August 2, 2022, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Draft Fiscal Year 2021 Audit Report**

Ms. Burns stated that as seen in the report provided, there were no instances of noncompliance and no findings. It was considered a clean audit and will be submitted to the state prior to the June deadline.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Draft Fiscal Year 2021 Audit Report, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing further to report.

**B. Engineer**

**i. Consideration of Proposal for Stormwater Needs Analysis Report Services**

Ms. Burns presented the Stormwater Needs Analysis report to the Board. The Board decided to table this item until the May meeting and asked the engineer to provide a not-to-exceed amount in the proposal.

**C. Field Manager's Report**

**i. Consideration of Proposal to Add Solar Lights to Amenity Area Mailboxes**

Mr. Tindall presented the field manager's report to the Board. He outlined the proposal for adding solar lights to amenity area mailboxes. The Board decided to approve adding two solar lights.

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On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Proposal to Add Two Solar Lights to Amenity Area Mailboxes, was approved.

**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 Mr. Heath, seconded by Mr. Rhinehart, 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.

**iii. Presentation of Number of Registered Voters – 71**

Ms. Burns stated that there were 71 registered voters within the District as of April 15, 2022.

**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**

**Continuation of Meeting to Wednesday, May 18, 2022 at 12:45 PM at 346 E. Central Ave., Winter Haven, FL 33880**

Ms. Burns asked for a motion to continue the meeting to Wednesday, May 18, 2022 at 12:45 p.m. at 346 E. Central Ave., Winter Haven, FL 33880.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the meeting was continued to May 18, 2022.

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*Jill Burns*

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Secretary/Assistant Secretary

*Rennie Heath*

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Chairman/Vice Chairman