

**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 1, 2022** at 10:08 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk  
Jessica Kowalski  
Eric Lavoie  
Jessica Petrucci

Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Lauren Gentry  
Molly Banfield *by Zoom*  
Marshall Tindall

District Manager, GMS  
District Counsel, KE Law Group  
District Engineer, Dewberry  
Field Manger, 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**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members**

Ms. Burns administered the oath of office to the new Supervisors.

**B. Consideration of Resolution 2023-01 Canvassing and Certifying the Results of the Landowners' Election**

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Ms. Burns noted the results of the Landowners’ election that was just held with the Supervisor Jessica Petrucci with 30 votes, Eric Lavoie with 35 votes, and Jessica Kowalski with 35 votes. Ms. Kowalski and Mr. Lavoie will serve a 4-year term and Ms. Petrucci will serve a 2-year term.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Resolution 2023-01 Canvassing and Certifying the Results of the Landowners’ Election with Mr. Lavoie with 35 Votes and Ms. Kowalski with 35 Votes Serving a 4-Year Term and Ms. Petrucci with 30 Votes Serving a 2-Year Term, was approved.

**C. Election of Officers**

Ms. Burns reviewed the current officers.

**D. Consideration of Resolution 2023-02 Electing Officers**

Ms. Burns noted previously the Chair was Rennie Heath, Ms. Lauren Schwenk was the Vice-Chair, and the other three Supervisors were Assistant Secretaries along with George Flint and herself as Secretary. The Board agreed to keep the same officers.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Resolution 2023-02 Electing Officers as Rennie Heath as Chair, Lauren Schwenk as Vice Chair, Ms. Petrucci, Ms. Kowalski, and Mr. Lavoie and George Flint as Assistant Secretaries, Ms. Burns as Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes from the August 2, 2022 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the August 2, 2022 meeting minutes. The Board had no changes or corrections.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Minutes of the August 2, 2022 Board of Supervisors Meeting, were approved.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Engagement Letter for  
Fiscal Year 2022 Audit Services from  
Grau & Associates**

Ms. Burns noted this is a not to exceed \$6,500 as the amount for the services.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Engagement Letter for Fiscal year 2022 Audit Services from Grau & Associates for \$6,500, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry had nothing further to report.

**B. Engineer**

Ms. Burns stated the District Engineer was not in attendance.

**C. Field Manager's Report**

Mr. Tindall presented the Field Manager's Report to include the hurricane damage and repairs that needed to be made. He added he is in the process of getting proposals for damage repairs. He added landscaping and sodding was completed after the hurricane and monitoring the site with the landscaper. The damaged keycard reader has been replaced. The pool entry door handle was replaced, and the approved solar lights were installed at the mailboxes. He is in the process of gathering repair for playground shade. The fencing repairs is in process and the tree issue.

**i. Consideration of Proposal for Additional Speed Limit Signs *(to be provided under separate cover)***

Mr. Tindall reviewed the proposals and the costs. He reviewed the locations for each proposal. Discussion ensued on the possibility of signs, speed bumps, costs, and what would work for solving the issue. After discussion this proposal was not approved and tabled until a later date. It was agreed to have a call placed about speeders to the police.

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**D. District Manager’s Report**

**i. Discussion Regarding Street Parking Complaints and Status of Construction Completion**

Ms. Burns referred to the map included in the packet. She noted they were receiving repeated complaints from a single resident. She added they could set the hearing for January or February for the Board to consider. Ms. Burns shared the options that have been done in other communities to include 5-minute parking, amenity no overnight parking, no overnight on commercial vehicles or vessels, and other options of odd versus the even parking.

After discussion the public hearing was set for January 3, 2023 at 10:00 a.m.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, Setting the Public Hearing for January 3, 2023 at 10:00 a.m. in the Same Location, was approved.

**ii. Approval of the Check Register**

Ms. Burns presented the check register and stated that the total was from July 26, 2022-October 24, 2022 for \$235,794.04. She asked for any questions. Hearing none, there was a motion to approve.

On MOTION by Ms. Kowalski, seconded by Mr. Lavoie, with all in favor, the Check Register for \$235,794.04, was approved.

**iii. Balance Sheet and Income Statement**

Ms. Burns stated the financials were in the package for review from September 30, 2022. There was no action that needed to be taken. She added these are year-end financials.

**iv. Ratification of Summary of Series 2022 (AA2) Requisitions #1 to #28**

Ms. Burns presented the Series 2022 (AA2) Requisitions #1 to #28.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Series 2022 (AA2) Requisitions #1 through #28, were ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

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**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman