

**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, **March 7, 2023** at 10:15 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairperson
Jessica Kowalski	Assistant Secretary
Jessica Petrucci	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KVV Law Group
Marshall Tindall	Field Manager, 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 and one Board member joining via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns opened the meeting to the public for comment to anything specific to the agenda. Resident Jeff Bianca from Forest Lake noted the need for a bulletin board to keep up to date with what was going on in their neighborhood or around town. Another member of the public seconded the bulletin board suggestion to have clear communication when everyone goes to the mailbox. Another member of the public asked if the Board could introduce themselves. The Board introduced themselves and noted their positions on the Board.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes from the January 3,  
2023 Board of Supervisors Meeting**

March 7, 2023

Forest Lake CDD

Ms. Burns presented the meeting minutes from the January 3, 2023 Board of Supervisors meeting and asked for any comments or corrections from the Board. There being none, she asked for a motion of approval.

On MOTION by Mr. Heath, seconded by Ms. Kowalski, with all in favor, the Minutes of the January 3, 2023 Board of Supervisors Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**Ratification of Revised Fiscal Year 2023 Meeting Schedule and Time of Remaining Meetings**

Ms. Burns stated that they changed the time prior to the January meeting. She noted that was the only change and they were still meeting the first Tuesday, but at a different time.

On MOTION by Mr. Heath, seconded by Ms. Kowalski, with all in favor, the Revised Fiscal Year 2023 Meeting Schedule and Time of Remaining Meetings, was ratified.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry had nothing 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. He noted that the field report started on page 15 of the agenda package. He explained that the vendor of the landscaping had been good at keeping everything up to speed. He noted an area that was rutted up during the playground’s installation of the shade structure behind the pool. During the initial assessments they believed everything would grow and fill in. He explained that he was looking at the area with the landscaper to consider a little bit of fill in soil and some touch up sod. Other than that, the landscapers did a good job at keeping everything under control. The playground was tidied. The pool mushroom repair was addressed through warranty. The overdue cameras were installed. They are coordinating

March 7, 2023

Forest Lake CDD

the shade with the vendor, and they install forecast for the end of March. Ms. Burns clarified that was the shade structure at the playground that was damaged during the hurricane that was backordered for many months. The previously approved parking policy signage was installed.

Mr. Tindall reviewed the in-progress items starting with the sidewalk gaps left from construction which are being completed. Republic Services is working to resolve an unsightly leak from one of their trucks. Based on the inspection and key tests, the spill is cosmetic and not structurally damaging to the street. Republic Services has contracted a cleaning service that will continue to perform treatments and the best results are not expected until summer with rains and higher temperatures assisting with the cleaning solution. The appearance of leak has lightened significantly already. Ms. Burns noted that she spoke with someone at the city, and they were saying that it was most likely cooking oil around the holidays. She stated that they could send out a blast to remind residents not to dispose of those kinds of liquids.

Mr. Tindall reviewed the upcoming items starting with Phase 2 and Phase 3 were coming online. They are monitoring those two phases for completion and maintenance needs. He concluded his field managers presentation and asked for any questions. Hearing none, the next item followed.

#### **D. District Manager's Report**

##### **i. Approval of the Check Register**

Ms. Burns presented the check register which was included in the agenda package. The total amount is \$923,285.98.

On MOTION by Mr. Heath, seconded by Ms. Kowalski, 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. There was no action that needed to be taken.

##### **iii. Consideration of Request for Bulletin Board at Mailbox**

Ms. Burns presented this item to the Board stating that she had a resident email her to request that item. The request was to have it located near the mailboxes. She gave the Board a few options: at the amenity posted under the entryway or by the mailboxes. She explained that

March 7, 2023

Forest Lake CDD

generally if they were going to have the CDD install it, the access to it would be HOA and CDD only and residents would not be allowed to post solicitations, etc. She noted that in other communities the HOA buys the board and then the CDD just does a Licensing Agreement to allow them to install it on CDD property. She further explained that this would be more like an open board that doesn't necessarily have a lockbox and it would just be a place where people could post. She stated that because the CDD was a unit of government, they generally were not allowing people to post solicitations, etc. They will only allow community related events. Mr. Heath asked for clarification that if the CDD puts it up, they can't put solicitation stuff on the board. Ms. Gentry responded that they typically restrict no solicitations, no political materials, etc. because the CDD can't be involved in filtering out things. Mr. Heath asked if the HOA does it, could they do that. He clarified that the CDD would request the HOA to do that. Ms. Burns responded that they could reach out to the HOA and have them facilitate providing the funds and allowing that. Mr. Heath responded that he felt that was the best way to do that. Ms. Burns also added that going with this route, residents could post their own information on the board. Otherwise, if they go through the CDD route, it would just be community related events. She stated that she could reach out to the HOA and see if they want to coordinate that. Ms. Burns asked if the Board wanted to authorize Ms. Gentry to draft a Licenses Agreement to allow it to be installed on CDD property. Ms. Gentry noted that it would allow the installation and the on-going maintenance for it. The Board agreed.

On MOTION by Mr. Heath, seconded by Ms. Kowalski, with all in favor, Authorizing Lauren Gentry to Draft a License Agreement to Allow the Bulletin Board to be Installed on CDD Property, was approved.

**iv. Ratification of Summary of Series 2022 (AA2) Requisitions #33 to #34**

Ms. Burns presented the Series 2022 (AA2) Requisitions #33 to 34. She noted that these have already been approved and just needed to be ratified.

On MOTION by Mr. Heath, seconded by Ms. Kowalski, with all in favor, the Series 2022 (AA2) Requisitions #33 through #34, were ratified.

**SIXTH ORDER OF BUSINESS**

**Other Business**

March 7, 2023

Forest Lake CDD

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS****Supervisors Requests and Audience Comments**

An audience member asked about the phases and access to the amenity. Ms. Burns responded that there were three phases total and all three were within the boundary of Forest Lake CDD. Anybody who is within the boundary of Forest Lake CDD, pays and has access to the amenities. She clarified that the residents in Phases 2 and 3 have access to the pool and playground, just like the residents in Phase 1. The audience member also asked about the street parking. Ms. Burns responded that the policy was put in place by the Board at the last meeting. She explained that it could be revised, and the Board could reconsider that and choose another option, but at this point it was in place until the Board decides otherwise. She noted that they were open to input or comments. The audience member asked who they could pass information to. Ms. Burns suggested that if residents have questions or concerns, they could always email them to herself with request to pass them along to the Board. She explained that she would then forward the information to the five Board members, and they would review those. She also suggested that the residents could come to the meeting and make a public comment.

Another audience member noted concern for parking issues and not being able easily pull out of her driveway because of other parked cars. She also noted concern for speeding traffic in front of her house. Ms. Burns responded that the CDD doesn't have enforcement ability over traffic violations. She noted that they would reach out to the Davenport Police Department. She explained that they have had issues in other communities where residents have called and are confused that they are privately owned roads, owned by the HOA, and they are telling residents that they don't have the ability to enforce them, which is not correct. She stated that they have had their attorney reach out to the city manager and the city attorney to help facilitate and clear that up. After that, they have requested them to help with speed and it has made a tremendous improvement. Mr. Heath suggested that the resident reach out about having speed bumps installed on her street. Ms. Burns responded that it was not just the price of speed bumps, but they must do a traffic study and they must go back and permit it. Ms. Gentry stated that other communities have had success in putting up the flashing signs that tell when there is speeding. She stated that they would absolutely reach out to local law enforcement to make sure that they understand that it is their responsibility. The CDD has no jurisdiction to control speeding, but they understand that safety is very important.

March 7, 2023

Forest Lake CDD

This audience member also asked if there was something that they could do for a prettier presentation at the entrance of their neighborhood. Ms. Burns responded that their landscaping contract didn't include annual rotations, but they could get a price to include that and was something that they could look at adding for the next budget. She noted concern for the stakes at the playground. She suggested to add more mulch so the kids wouldn't be exposed to the stakes. She asked if there was a rule for supervision at the amenities. Ms. Burns responded that there had to be supervision for anyone under the age of 14.

Another audience member also noted concern for the speeding. She explained that they had a meeting with the chief of police and the lieutenant, and they said that based on Florida Statute, the speeding limit was 30 MPH, and, in her neighborhood, it was 15 MPH. The chief of police stated that if someone was going 25 MPH, they could not pull them over because the speed limit was 30 MPH. Ms. Burns responded that they had the District engineer check their approved traffic plan, which was approved and permitted through the city as 25 MPH with 15 MPH advisory going into the curves. Ms. Gentry explained that the 25 miles per hour that was approved throughout the community and should be enforced by law enforcement. If it is not being enforced, they could address that when they reach out regarding speeding enforcement in general, but that speed was, per their engineer, consistent with the traffic plans that were approved for this community. She further explained that they didn't have the ability to change that. She noted that they could address this issue as well and make sure that there is no miscommunications or misperceptions with law enforcement. The audience member explained that she moved here from Massachusetts so that she could see palm trees. She further noted that Forest Lake was filled with oak trees. Ms. Burns responded that the trees between the sidewalk and the curb were part of the landscaping at the lot and they were installed by the builder. The CDD doesn't do the landscaping for the lots or between sidewalk and curb. She further stated that if this audience member was interested in changing out the tree between the sidewalk and the curb, she could reach out to the HOA, and they would be able to tell her what she can and cannot install. She asked if they could put something in place to have palm trees or something aesthetically pleasing planted or done to the front entrance of Forest Lake. She wanted to know who oversaw cleaning the pool because she hasn't saw anyone cleaning it. Ms. Burns responded that the pool gets cleaned three days a week. She noted a spot concern on the pool deck. She noted concern about the janitorial only cleaning three times a week. Ms. Burns responded that the janitorial staff was there every other day and if

March 7, 2023

Forest Lake CDD

they find that is not sufficient, they could have the cleaning times per week increased. She also noted that there was a cost associated that would be passed on to residents as part of their O&M assessment. She further explained that any of these things mentioned such as palm trees, lights, increased cleaning, etc. are possible to add to the budget, but residents would pay for them. She stated that they adopted the budget that they were currently operating under last summer, so their opportunity to look at these kinds of things was coming up. The audience member stated that she saw that they were supposed to have Christmas lighting. Ms. Burns responded that they didn't have a line item for Christmas lighting. She noted that they had a lot of requests for holiday lighting at the entrances this year, but the CDD's problem with doing the lighting is that they do not have a place to store all the stuff. She explained that if someone on the HOA wanted to request that from their HOA management company, that would be something that they could work out with them. The audience member asked about placing trashcans throughout the community instead of them being just at the amenity center. Ms. Burns responded that was an option, but she noted that they were not usually popular to put throughout the community because they get a lot of complaints about the trashcans being next to their homes and they smell bad. She also noted that there would not be someone out there emptying the trashcans every day. She stated that the trashcans throughout the community tend to cause more of a problem. She explained that the landscape contractors pick up trash in the common areas that they mow. She added that if they needed to arrange one-time trash pickups, Mr. Tindall could arrange for staff to do an all over site pickup. The audience member noted her last concern was the parking issue. She explained that she would like the parking rules to be revisited. Ms. Burns asked if the Board wanted to make a motion for the four signs to be installed.

On MOTION by Mr. Heath, seconded by Ms. Kowalski, with all in favor, the Four Signs to be Installed, was approved.

Ms. Burns clarified that this policy was in place until the signs are installed. She explained that they would not update that policy until the signs are ordered, which usually takes a couple of weeks for those to come in. Once those signs go up, they will not be allowed to park on that side of the road. After further discussion, there was some confusion on the parking. Ms. Burns explained that the original complaint came in for the cars that were parked on both sides of the road, which caused issues with fire trucks getting through, garbage trucks getting through, and

March 7, 2023

Forest Lake CDD

speeding with people weaving in and out. She further explained that it created an issue where they could not safely pass through with cars parked on both sides. She listed the options available that the Board would discuss which are no on-street parking at any time or to designate one side of the street for parking only. The audience member noted her concern that they were taking away four spots to park now. Ms. Gentry stated that by Florida Law, if they adopt a towing policy, they must give proper notice. She further explained that the way this District has decided to do it is to set a consistent policy of odd vs even. This would help to not have signs cluttering up their streets and everyone was on notice that was the policy. If they were to change it and designate piecemeal saying this is the street that they could park on and this is the street you can't, they would have to have no parking/towing zones signs every few feet or at every curve cut within the community. This would be a more significant expense and it would clutter up the neighborhood. She noted that they could consider the option though. Ms. Burns clarified that the on-street parking anywhere that was not a tow away zone was available to all residents or their guest on a first-come first-serve basis. It was noted that if residents needed additional parking, they could park at the amenity center from 10:00 a.m. to 6:00 p.m.

Another audience member noted concern that there was a no parking sign at the entrance on Forest Lake. She explained that when parents drop their kids off in the morning, there was no crosswalk, and the parents must get out of their car and walk their kids across the street to make sure that they stay safe. She also asked what makes them charge for internet. Ms. Burns explained that there was an internet service at the pool which runs the access card system and the cameras. Mr. Tindall also stated that it was for the security systems in the facility. He stated that he could check to see if the hot spot was active.

Another audience member asked about adding a bridge over the pond. Ms. Burns explained that was not in the budget right now, but they could investigate it for budgeting for the future.

Resident Ms. Latisha asked if they were going to have overflow parking since they were not going to have a second pool in the Phase 2 and Phase 3. Ms. Burns responded that there were no parking lots in Phase 2 and Phase 3.

Resident Mr. Scott asked for an explanation on what the speed was going to be for Forest Lake that could be enforced by the police department. Ms. Gentry noted that their current speed limits were consistent with the traffic study that was approved to set the speed limit at 25 MPH. Mr. Scott asked if that was per Florida Statute. Ms. Gentry responded that was per the approved



March 7, 2023

Forest Lake CDD

traffic study that was permitted for this community. Mr. Scott stated that the law enforcement goes by the Florida Statutes. Ms. Gentry responded that Florida Statutes allows them to set the speed limit at 25 MPH. Mr. Scott suggested that they look at Florida Statute 319.189. He also asked for clarification that the parking on Sugarwood Street would have signs added and there would only be parking on one side of the street instead of both sides. Ms. Burns explained that was correct and was the motion just approved by the Board. Mr. Scott noted issues with S & S Towing regarding them picking and choosing who they tow. He explained that there was a situation about a week ago when they did not have the equipment to move certain vehicles. He asked if this was something that could be looked at to find another towing company with the correct equipment that can respond at a reasonable time. Ms. Burns explained that the contract with S & S Towing allowed them to come into the community and patrol at random. They are not there every day. If a resident calls and reports a car, they will come and remove it if they have a vehicle available. Accident calls take priority over a car that is just parked. She noted that it would be possible that they could call them, and they would not be able to get someone there for three or four hours. She also noted that it takes them about 35 to 40 minutes to come into the community, call the police to report that they are towing it, it must be towed to their tow yard, and then come back to the community. Mr. Scott noted that there was another tow company close by that has these vehicles on hand that could do it. Ms. Burns asked for their number and stated that she would be happy to call them. Mr. Scott noted that he was on the HOA and the big white vehicles parked were being addressed.

**EIGHTH ORDER OF BUSINESS****Adjournment**

Ms. Burns adjourned the meeting.

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




---

Secretary/Assistant Secretary




---

Chairman/Vice Chairman