

**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 2, 2023** at 10:15 a.m. at 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk *by Zoom*  
Eric Lavoie  
Jessica Kowalski  
Jessica Petrucci  
Bobbie Henley

Chairperson  
Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Lauren Gentry  
Marshall Tindall

District Manager, GMS  
District Counsel, KVV Law Group  
Field Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. There were four Board members present in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns opened the meeting to the public for comment on anything specific to the agenda.

Resident Kenna Lee stated her concerns about parking conflict in the community, noting that the CDD should send out a letter to explain the parking rules and policies. Ms. Burns explained that she did like the idea of sending out a letter, but that they would want to hold off on sending one out due to setting the public hearing on parking for the meeting next month. She also added that they would be sending out the (possible) amended parking policies after that meeting and would include clarification of rules and policies.

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Resident Kenna Lee also expressed her concerns about speeding around the community, and Ms. Burns noted that she could report specific areas to the local police department.

Resident Steven Diaz noted that the March meeting minutes had not been posted to the website and asked when they would be uploaded. Ms. Burns responded that she would double-check as to why it had not been posted.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes from the April 4, 2023 Board of Supervisors Meeting**

Ms. Burns presented the meeting minutes from the April 4, 2023 Board of Supervisors meeting and asked for any comments or corrections from the Board.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, the Minutes of the April 4, 2023 Board of Supervisors Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-06 Approving the Proposed Fiscal Year 2023/2024 Budget (Suggested Date: August 1, 2023), Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2023/2024 Budget and Imposition of Operations and Maintenance Assessments**

Ms. Burns presented Resolution 2023-06, noting that the budget was included as an exhibit. She went over certain items of the budget, including that the admin portion of the budget decreased, and that property insurance, janitorial, security services, the Capital Reserve transfer, and landscape maintenance were increased. The Board set the public hearing for the budget for August 1<sup>st</sup>, 2023 at the current location. She asked for a motion to approve.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Resolution 2023-06 Approving the Proposed Fiscal Year 2023/2024 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2023/2024 Budget and Imposition of Operations and Maintenance Assessments for August 1, 2023, was approved.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07  
Setting a Public Hearing on Amended  
Parking and Towing Policies for the  
District**

Ms. Burns presented Resolution 2023-07, noting that in order to avoid signage every 25 feet, the entire community would be designated as “no parking” with signage posted at the entrance stating that there was no parking unless noted. She explained that there would be designated parking zones for residents. The Board decided to set the public hearing on the parking and towing policies for June 6<sup>th</sup>, 2023.

On MOTION by Mr. Kowalski, seconded by Mr. Lavoie, with all in favor, Resolution 2023-07 Setting a Public Hearing on Amended Parking and Towing Policies for the District for June 6, 2023, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry noted she 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, noting that landscaping had been going well, including that grass was mowed weekly and the planters were kept neat. He added that maintenance of the amenity was satisfactory, the pool timer was continuing to be an issue but that it would be replaced. He also noted that the approved speed limit signs had been ordered and would be installed once they arrived. He also stated that they were monitoring Phases 2 and 3 for completion and maintenance needs, as well as that the site had been reviewed by the landscaper.

**i. Consideration of Proposal for Installation of Message Board**

Ms. Burns noted that there had been a request from a resident to install a message Board by the mailboxes that would only have access to the HOA and CDD for community events. She noted that the cost had a not-to-exceed of \$1,200. She asked for a motion to approve.

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On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Proposal for Installation of Message Board, with a NTE \$1,200, was approved.

**D. District Manager’s Report**

**i. Approval of the Check Register**

Ms. Burns presented the check register which was included in the agenda package. She asked for a motion to approve.

On MOTION by Ms. Kowalski, seconded by Mr. Lavoie, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated the financials through March 31<sup>st</sup> were in the package for review. There was no action that needed to be taken.

**iii. Presentation of Number of Registered Voters – 322**

Ms. Burns noted that there was a total of 322 registered voters in the community as of April 15<sup>th</sup>, 2023. She also noted that there would be two seats that would be up for election as of November 2026.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

An audience member noted that she had sent an email to the CDD regarding a fence that had pieces that were down and asked for an update. She also asked about a fence being at an angle and uneven and Mr. Tindall responded that there had been severe weather and they would have the fence fixed soon. As far as the uneven fence was concerned, Mr. Tindall responded that the fence had been built that way as a result of the uneven ground and it was much less expensive than having it leveled out. He also noted that he would have the GMS workers that were going to fix the broken fence look at the uneven portion as well to see if it was something that could be fixed.

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Another audience member asked where the map was located that showed the parking sections, and Ms. Burns noted that she would add the map to the final agenda that would be posted.

The previous audience member also asked if there were any additional amenities that were proposed by the developer, and Ms. Burns responded that there were not.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

*Laven O. Schuck*

Chairman/Vice Chairman