

**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, **June 6, 2023** at 10:16 a.m. at 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

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

Chairperson  
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 three Board members present in person constituting a quorum and one Board member joining via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns opened the public comment period on anything specific to the agenda. She noted that they had a public hearing on the amended parking and towing policies, so if anyone had a comment on that, she asked that they hold that comment until they get to that public hearing section. She added that there was also a public comment period portion at the end of the meeting in case anyone had any comments on something that was not on the agenda.

A resident noted that every time he called S&S Towing, they always say that they would send someone when they have someone available. He stated that there were 14 cars parked on the wrong side of the road on Chickasaw. He commented that he didn't know why they were using S&S Towing because he found another company that was in the City of Davenport. He questioned why they don't use a company that was in the City of Davenport for a community that was in Davenport. He added that he thought that they could get better service because they were not getting any service from S&S Towing. Ms. Burns thanked this resident for their comments.

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Mr. Steven Diaz asked for clarification on item five of the agenda, Resolution 2023-09 appointing an Assistant Treasurer. He noted that he looked up the name of the person online and the person was not in Florida. He also asked about the bulletin board. He explained that he knew at the last meeting that it was approved to spend \$1,200, but he didn't find anything about the cost of buying and installing it. Ms. Burns thanked Mr. Diaz for his comments. She added that they would address those comments/questions under the agenda items.

Ms. Monique Small stated that everyone keeps complaining about parking, so she suggested to do no parking at all because everyone had a garage and driveway. Ms. Burns thanked Ms. Small for her comment.

### **THIRD ORDER OF BUSINESS**

#### **Approval of Minutes from the May 2, 2023 Board of Supervisors Meeting**

Ms. Burns presented the meeting minutes from the May 2, 2023 Board of Supervisors meeting and asked for any comments or corrections from the Board.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, the Minutes of the May 2, 2023 Board of Supervisors Meetings, were approved.

### **FOURTH ORDER OF BUSINESS**

#### **Public Hearing**

##### **A. Public Hearing on the Adoption of the Amended Parking and Towing Policies for the District**

Ms. Burns presented this public hearing to the Board. She explained that this public hearing was advertised in the paper in accordance with Florida Statutes. She explained that the Board had an existing parking and towing policy in place and due to some complaints from residents, they were reevaluating some of those concerns. She noted that there was a proposed policy included in the agenda that had been posted for everybody. She added that there was also an updated map that was provided. Ms. Burns opened the public comment period.

On MOTION by Ms. Kowalski, seconded by Ms. Petrucci, with all in favor, Opening the Public Hearing, was approved.

Mr. Steven Diaz noted concern with the new parking policy. He stated that he understood why they were doing this regarding the fire hydrants, but he was concerned that there would be less parking space available. He specifically noted concern about the area of Chickasaw, between Sugarwood and Buckeye. He also noted that an "allow parking" sign was put on the side of the fire hydrant. Ms. Burns thanked him for his comments.

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Mr. Jonathan noted that he had not had a chance to look at the updated map, but because they were talking about the fire hydrants now, he asked if that was an item that had been addressed in the new proposal. Ms. Burns responded yes. Mr. Jonathan asked if that was part of the proposals that he had sent to Ms. Burns to allow the Board to review. Ms. Burns reminded him that they were not doing questions and answers now. She added that if he had a comment or concerns for the Board, he could address those and then they would go through and review the options after they finish public comments. Mr. Jonathan commented that he felt that fire hydrants were probably his biggest concern. He also commented that parking on inside corners was not advised because it reduced visibility and needed to be considered. He thanked the Board again. Ms. Burns thanked Mr. Jonathan for his comments.

Ms. Daphne Brown commented concern of the money being spent on all the changes. She stated that she would like to see a little bit more information regarding what the charges were. She added that the Board makes the final decision. She asked if they would keep in mind that this was stuff coming out of resident's pockets when the Board makes the final decisions.

Ms. Nicole Keinath commented that there was parking allowed on the side with the fire hydrant on Chickasaw. She asked if there was going to be a sign put up saying 15 feet on both sides. Ms. Burns responded that it would be up to the Board if they wanted to install signage.

Another resident also commented their concern of the money being spent on all the changes. Her second comment was on the parking in front of grass instead of in front of houses would be more convenient. She also suggested to take it on a case-by-case basis for each street. Ms. Burns thanked her for her comment.

Another resident noted concern after looking at the cost breakdown per sign installed. He asked if that was the lowest bid. Ms. Burns stated that they would address his question during that discussion.

Another resident agreed with the parking policy, but he had some questions. He asked where on Sugarwood would people park. He noted that his concern was the cost of it. He also wanted to know what a mobilization fee was. He stated that he had a lot of questions about where the money was being spent.

Another resident asked for clarification on the parking issues. She also commented concern of the costs. Ms. Burns stated that there was an existing parking policy in place and there were some concerns about the existing parking policy, so the Board was looking at that to review some of those concerns from the residents. She added that there was a proposed parking policy included in the agenda that was posted including some maps, which was what the Board was discussing today. The resident asked if there was going to be additional fees coming from the homeowners. Ms. Burns responded that it would be within the budget for the existing year, so no it would not be an increase of fees. It would be able to be done within the existing budget.

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On MOTION by Ms. Kowalski, seconded by Ms. Petrucci, with all in favor, Closing the Public Hearing, was approved.

Ms. Burns opened Board discussion. She stated that they had an updated map. She explained that the intent was to look at those few areas where there was an issue of parking on both sides of the road. She also stated that it was concerns from residents that the other side of the road was selected that they thought there would be more parking. She stated that from looking at the proposed policy, there was not a big difference for the number of available parking spots from the existing policy to that. She explained that this cleared up those discrepancies. She stated that the fire hydrants were noted because a few people brought that up again, but that was a parking traffic issue that was in place now. She clarified that they could not park in front of a fire hydrant regardless. She explained that there were some suggestions to put up signs, but they don't generally put up signs about traffic laws, etc. She explained that they did go ahead and do what the Board asked and looked at this as a street-by-street basis. She clarified that this new proposed policy would designate the entire community as no parking other than where the "*Parking Allowed*" signs would be installed. There would be more signs throughout the community which would show them where they could park as opposed to an odd versus even designation. Ms. Gentry stated that under the current policy, they just have the signs at the entrance of the community. She explained that they set a consistent policy of parking on one side of the street that was consistent throughout the community, so that entryway notice would seem sufficient for that. She also explained that when they started looking at certain areas that might need to be made exceptions, under the statutes, that would require them to put "*no parking*" signs every 25 feet throughout the community, if they start making exceptions to that for the purposes of giving notice. She explained that another purpose of this, if they start making exceptions, would be installing more signs to give some notice of where parking was permitted. If they take the opposite approach to give notice of everywhere parking was not permitted, it would be signs every 25 feet.

**i. Consideration of Resolution 2023-08 Adopting Amended Parking and Towing Policies for the District**

Ms. Burns presented Resolution 2023-08 to the Board, which was Option B. Mr. Tindall summarized the first policy that they implemented, which he stated was the most practical as far as implementing those fewest number of signs required. He noted that the upfront cost was going to be more no matter what.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Resolution 2023-08 Adopting Amended Parking and Towing Policies for the District, was approved.

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After Board discussion on the towing policies and the towing company, it was decided to designate the chair to work with staff to look for a different towing vendor and authorize the chair to terminate the existing agreement should they find another vendor they would like to use.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Designating the Chair to Work with Staff to Find New Towing Vendor and Authorize the Chair to Terminate the Existing Agreement should they Find Another Towing Vendor, was approved.

**ii. Presentation of Updated Parking Sign Options and Quotes**

Mr. Tindall reviewed the proposal Option A stating that it was about \$181 per sign, which varied based on the number of signs and how many days it takes for them to be installed. He explained that the smaller the number, the bigger the overhead. He stated that the cost was \$7,443.95 for 41 signs.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-09  
Appointing an Assistant Treasurer**

Ms. Burns presented Resolution 2023-09 to the Board. She explained that this would appoint Darrin Mossing as an Assistant Treasurer. She stated that Mr. Mossing was the owner of their company, and he was in the State of Florida. She noted that his office was based in Tennessee, but he was a Florida resident, which was a requirement to be signer on the account. She stated that they had an Assistant Treasurer right now, but this resolution would give them another person to be able to sign checks if people were on vacation.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, Resolution 2023-09 Appointing Darrin Mossing as an Assistant Treasurer, was approved.

**SIXTH 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 to the Board. He stated that the report started on page 30 of the agenda package for Board review. He noted that the stones in the pool planters were being

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replaced with mulch. He explained that the mulch would be about \$35 to replace, and this did not include the plants.

**i. Consideration of Proposal for Palms Replacement at Amenity Center**

Mr. Tindall presented the proposal for palm replacements at the amenity center. He explained that the item that he currently had was a proposal from Prince to replace the 3 palm trees at the amenity for a total of \$1,650. He noted that the landscape budget was \$12,000 and he recommended getting this done. The Board agreed.

On MOTION by Ms. Petrucci, seconded by Ms. Kowalski, with all in favor, the Proposal for Palms Replacement at Amenity Center, was approved.

**ii. Review and Discussion of CDD Site Report Cataloging Oil and Spills on Asphalt**

Mr. Tindall presented and explained this discussion item of CDD site report cataloging oil and spills on the asphalt. He stated that if the Board was interested, they could look into additional cleaning options. He explained that there were some areas where the cars had been parked and the asphalt had oil spots, but the risk to cut them out would do more damage at this time. He noted that it was better to leave it for now until it becomes an issue, and then they would cut it out and do a whole patch as needed at that time. He stated that they did not recommend any immediate action, but if the Board was interested, they could look into some additional options to clean up. He noted that they think that summer rains and the heat would work on bleaching it out over time. The Board agreed.

**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 Ms. Petrucci, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated the financials through the month of April were in the package for review. There was no action that needed to be taken.

**iii. Discussion Regarding July 2023 Board Meeting**

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Ms. Burns noted that the regular first Tuesday of the month was July 4<sup>th</sup>. She stated that at this point they did not have any agenda items, so they could go ahead and cancel that meeting. She added that if something comes up, they could schedule a special meeting for that day. Their budget hearing was scheduled for August.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, Canceling the July 4<sup>th</sup>, 2023 Board Meeting, was approved.

**iv. Reminder to Board to File Form 1’s with the Supervisor of Elections in the County that they Reside by the July 1, 2023 Deadline (by mail or e-mail)**

Ms. Burns reminded the Board that the Form 1’s were due by July 1<sup>st</sup>, 2023.

**SEVENTH ORDER OF BUSINESS                      Other Business**

There being no comments, the next item followed.

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

Ms. Burns opened this time up for final public comments.

Ms. Monique Small asked if they could get rid of the stones by the pool and replace it with something else. Ms. Burns responded that the Board just approved that to be replaced with mulch.

Mr. Michael thanked the Board for the information on changing to mulch. He stated that his only question was when the ETA was for this to be replaced. Mr. Tindall stated that they would get that done this week.

Mr. Jonathan stated that it was great that the Board and staff were considering the fire hydrants. He asked if the Board was concerned about just a couple of spots in the community, could they try to focus on just fixing those and saving the thousands of dollars on changing it from even or odds. He further recommended to focus on the sore spots that have double parking and keep everything even, so that they could have the normal signs at both entrances, and it would save the community thousands of dollars. He added to have signs needed for certain areas that have double even street parking. Ms. Burns responded that was what the attorney was referring to where if they start posting exceptions of no parking zones, the statute for towing requires that signs be placed every 25 feet throughout the entire community, so doing that would actually be more expensive. Mr. Jonathan thanked Ms. Burns.

Ms. Daphne Brown asked what newspaper these meetings were posted in. Ms. Burns responded that she would email it to her.

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Ms. Monique Small asked for clarification that the parking and signs were around \$7,000 and that it was within the budget already for them to take out and use. Ms. Burns confirmed her statement. Ms. Small stated that was a lot of money just for signs. She explained that with there being so many kids in their community, she suggested that the same \$7,000 could go toward a basketball hoop or something for the kids to play with. Ms. Burns stated that they could look at that for future budgets, but there were not any plans to install a basketball hoop or tennis courts. She added that was never part of the amenity's plan for this community. She also added that they could look into it down the road, if residents were interested. Ms. Small stated that she lived on lot 33 and the way the cars were all parked on that side, when they were driving, they couldn't see the cars because all the cars were parked on that side. She explained that she had seen so many people almost get hit and cars almost colliding with each other.

A new resident commented that this was her first time coming to one of these meetings. She stated that she understood that none of the Board members lived in the community. She asked if any of them had been to the community where they could see it. She stated that she understood that the Board makes the decisions, and she asked if the Board ever gives a vote to the residents considering it was their money that they were paying with. Ms. Burns responded that right now, the way that CDDs work when they are established, the Board's vote was designated based on a vote of landowners within the communities. She explained that right now, they were all developer representatives, and this community was still under development. She stated that there was a landowners election held in November where all residents were given an opportunity to show up and vote for those seats as well. She noted that this Board's terms currently go through November 2024 and there would be more seats up for election. She also noted that there was a process in Florida Statutes where they were required to start turnover to residents. She explained that once a District has been established for at least six years and there were 250 registered voters, then the first two seats have to be filled by residents of the District. She further explained that they had not hit that threshold yet, but they were not far off from there. Once that threshold is hit, two seats would turn over to residents, then two years later two more seats will turn over to residents and then two years after that, the last seat turns over. She explained that eventually it would be an entirely resident controlled Board. The resident stated that she had a second question regarding parking. She asked if the parking policy would continue changing moving forward because she didn't want to lose parking in front of her house. Ms. Burns responded that no residents own the spots outside of their house and it was available to anybody on a first come, first served basis. She further explained that those were publicly owned streets, so street parking was available to all residents first come, first served. She stated that they could reevaluate in the future, if needed.

A resident asked about the bid options for the parking signs. Ms. Burns responded that based on the Board and staffs experience with getting quotes for other Districts, they were regularly able to get it done cheaper and faster.



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A resident asked for clarification that until the residents Board members get on the Board, the Board isn't taking into consideration what the residents want. This resident suggested that a resident be on the Board now. The Board responded that it was not allowed because they had not yet met the thresholds. The resident stated that if one of the Board members resigned, then a resident could be appointed. Ms. Burns agreed with his statement. This resident stated that he appreciated the bulletin board, but he asked if someone could get a key so they could put things on the bulletin board that deals with the HOA. Ms. Burns responded that they had already organized that with the HOA. This resident asked if the invoices regarding the installation of signs could be broken down in more detail instead of just saying \$2,200 for labor. He also noted that he didn't understand the mobilization fee for \$195. He stated that he appreciated the Board looking for a new towing company. He asked if the Board would take into consideration a company that was within the City of Davenport and not one outside of the city.

A resident asked for clarification on the parking. Ms. Burns responded that the existing parking policy was still in place until they notify residents of when the new policy would go into effect. The new policy can't go into effect until the signs go up. When the signs go up, they will be able to park where there were signs noted in the community that say parking is allowed. She stated that it was odd side only parking right now, and once the policy changes, they would send everyone a letter with a date, and they would see those signs up. It was noted that until everyone receives that letter with the date, the existing parking policy was in place.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

*Laven O. Schuck*

Chairman/Vice Chairman