

**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, **January 3, 2023** at 10:00 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairperson
Jessica Kowalski	Assistant Secretary
Eric Lavoie	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 four Board members present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns opened the meeting to the public for comment to anything specific to the agenda. There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes from the  
November 1, 2022 Landowners' and  
Board of Supervisors Meetings**

Ms. Burns presented the meeting minutes from the November 1, 2022 Landowners' and Board of Supervisors meetings and asked for any comments or corrections from the Board. There being none, she asked for a motion of approval.

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On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Minutes of the November 1, 2022 Landowners' and Board of Supervisors Meetings, were approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Public Hearing**

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

Ms. Burns asks for a motion to open the public hearing.

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

Ms. Burns gave an overview for the Board by stating that the CDD owns the roads, so they are able to set parking and towing policies. There have been complaints from residents, mostly regarding cars parked on both sides of the road that prohibit access and safe driving through the community. Two maps were prepared to exhibit parking on the odd side of the road only and the other on the even side only. She then opened the discussion up to audience comments. Florida statute requires signage be placed stating the parking policies and notice will be placed at the entrances to the community as well as mailed notice to all residents and email blasts allowing for clear communication of changes made to the parking policies. There was a question about basketball hoops and Ms. Burns stated that that was an HOA issue and that that question would be directed to the HOA. There was a question the difference between the CDD, and the HOA and Ms. Burns stated that the CDD owns the roads, common areas, and amenities. Ms. Burns also stated that they can look into adding crosswalks to specific areas of concern.

A resident asked why one of the options for parking policies was no parking on the streets at all. Ms. Burns stated that it was brought up at the last meeting in which the Board decided that might be a little too restrictive. The resident would also like to see "No School Parking" signs be placed because of the disruption of traffic that will occur on Forest Lake Drive.

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

##### **i. Consideration of Resolution 2023-03 Adopting Towing Policies and Rules for Overnight Parking within the District**

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Ms. Burns turned to the Board for direction on which map they would prefer to go with for the parking policies. They weighed which map would allow for more parking and made their decision that way. After much discussion the Board decided to limit access to the odd numbered side of the street going with the blue map that was created with changes to limit marking for tract E, H, and D to put “No Parking Signs” to allow access, and no overnight parking. This authorizes staff to notify the residents, begin the process of creating signage, and enforce the new parking policy.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Resolution 2023-03 Adopting Towing Policies and Rules for Overnight Parking within the District with no parking on odd side with additional tracts added as no parking areas, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated that items 5 and 6 go hand and hand and it is an annual renewal with the property appraiser to be allowed to collect the assessments on the tax bill. The Data Sharing and Usage Agreement asks the District not to disclose exempt parcels for certain purposes with confidential information on their tax bill. She then asked for a motion of approval for both orders of business.

**SIXTH ORDER OF BUSINESS**

**Consideration of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser**

This item was discussed under the fifth order of business.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Contract Agreement and 2023 Date Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

**SEVENTH ORDER OF BUSINESS**

**Presentation and Approval of Arbitrage Rebate Report for Series 2020 AA1 Project**

Ms. Burns noted that under the internal revenue code, the District has to demonstrate that they do not earn more interest than is paid on the bonds. This report is required by the trust

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indenture and is performed annually. The report shows a negative arbitrage amount and Ms. Burns asked for a motion to accept the report.

On MOTION by Mr. Lavoie, seconded by Ms. Schwenk, with all in favor, Accepting the Arbitrage Rebate Report for Series 2020 AA1 Project, was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Pump House Tract Conveyance Documents**

Ms. Gentry stated that this is a small tract that is outside of the Phase 1 plat and when the property was conveyed it was not included. This will get the tract deeded over to the CDD with the proper conveyance documents. This has been previously executed and Ms. Burns asked for ratification from the Board.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Pump House Tract Conveyance Documents, was ratified.

**NINTH 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 in person or on Zoom.

**C. Field Manager's Report**

Mr. Tindall presented the field managers report. He gave a review of Hurricane Nicole and reported that no notable damage was sustained. Complete items include:

- Landscaping work and improvements are ongoing and being monitored.
- Amenity maintenance has been satisfactory.
- Playground bench was replaced.
- Pro Playgrounds provided a proposal to replace the damage playground shade.

In progress items include:

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- Initial fence cleanup and repair of sections damaged had begun and should be complete soon.

**i. Consideration of Proposal for Replacement Shade from Pro Playgrounds**

Mr. Tindall presented a proposal to fix the playground shade for a total cost of \$6,747.93 and recommended the Bord to move forward. They will look into filing with the insurance company and if they cannot the cost will come out of the contingency line item in the budget.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Proposal for Replacement Shade from Pro Playgrounds for \$6,747.93, 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.

On MOTION by Mr. Lavoie, 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. Ratification of Summary of Series 2022 (AA2) Requisitions #29 to #32**

Ms. Burns presented the Series 2022 (AA2) Requisitions #29 to #32.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Series 2022 (AA2) Requisitions #29 through #32, were ratified.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

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**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman