

**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, **September 5, 2023** at 10:15 a.m. at 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk <i>by Zoom</i>	Chairperson
Eric Lavoie	Vice Chairman
Jessica Kowalski	Assistant Secretary
Jessica Petrucci	Assistant Secretary
Bobbie Henley	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Marshall Tindall	Field Manager, GMS
Meredith Hammock	District Counsel, KVVW

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 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 items.

Resident Scott commented on the dog park not being included in the amenity policies listed on this agenda. He stated that he never got a good answer about the dog park, which he thought the community had already paid for. He asked if Resolution 2022-05 got approved by the Board. Ms. Burns responded that it was approved and at this point there were no plans to install the dog park, so it was being removed to be consistent with the amenities that were installed and that was why it was on the agenda today. Resident Scott explained that there was many meetings and documents talking about a dog park and there was \$700,000 or even more spent for the amenities. He added that he would like to see a breakdown of the \$700,000 to see if the dog park was actually paid for. Ms. Burns responded that it wasn't, and she already provided the information to him, but she would be happy to resend it. Resident Scott asked Ms. Burns to resend the information to him.

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Resident Jonathan stated that he was not provided the financial breakdown, and he wanted to know if they, as homeowners, already funded the dog park and the walking trails. He asked that if they did, was there a way to compensate them back. If not, he asked if there was a breakdown to see for the amenities. Ms. Burns responded that they discussed this a little bit at the last meeting. She explained that in the Engineer's Report, they would break down the types of costs that were eligible to be funded with bond funds such as roadways, sewers, and amenities. She further explained that generally what they would do in the amenities was list things that were eligible to be funded, but maybe were not planned but something that they would possibly have. She stated that ultimately what was constructed from the amenities and what was listed in the Engineer's Report was anything that could be eligible to be funded. She noted that the Engineer's Report was a general category of what could be installed, and it does not say that was what they paid for or what was going to be issued for the community. She pointed out that in the amenity rules, she thought they used another community as a template, and it was just an oversight that the dog park was still in there. She didn't realize until Resident Scott brought it up that they were in there. She explained that there was never a dog park planned for this community and there was never anything installed. She added that if the community would like a dog park, they could budget to install one down the road, but there was no funds available to install one at this time and none was ever planned nor purchased. She explained that all they were doing today was removing them so that they were consistent with the amenities that were installed in the community.

Resident Scott commented on the budget for the security starting Fiscal Year 2024 with Davenport Police Department and a security guard company. He stated that most of the residents would rather see the Davenport Police Department do the security rather than a security guard company for many reasons with one being the security guard company has absolutely no authority.

THIRD ORDER OF BUSINESS**Approval of Minutes from the August 1, 2023 Board of Supervisors Meeting**

Ms. Burns presented the meeting minutes from the August 1, 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 August 1, 2023 Board of Supervisors Meetings, were approved.

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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-14
Amending Fiscal Year 2024 Meeting
Schedule**

Ms. Burns stated that the Board set the meeting schedule for the first Tuesday at the same time as the current time for the upcoming fiscal year. She explained that a couple of the Board members said that they had a conflict with the time, and they were hoping to move it from the first Tuesday to the first Thursday. That is the schedule in the agenda package, and it will be starting in October.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Resolution 2023-14 Amending Fiscal Year 2024 Meeting Schedule, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-15
Adopting Revised Amenity Rules (Removal
of Dog Park Language)**

Ms. Burns presented Resolution 2023-15 to the Board. She explained that the only change was to remove the references to the dog park since there is no dog park in the community.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, Resolution 2023-15 Adopting Revised Amenity Rules (Removal of Dog Park Language), was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-16
Declaring Series 2022 Assessment Area Two
Project Complete**

Ms. Burns presented Resolution 2023-16 to the Board. She explained that after the project that was completed, the District Engineer issues a certificate saying that everything was completed as intended. She stated that this was for the new phases and all they were doing was saying that these projects were complete. They close out the construction funds with the Trustee and go ahead and certify that everything was done.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Resolution 2023-16 Declaring Series 2022 Assessment Area Two Project Complete, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Security Services Proposal
(CLOSED SECURITY SESSION
AVAILABLE IF NEEDED)**

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Ms. Burns stated that they had an advertised closed security session available, if needed. She explained that they had two options available with one being from Securitas and the other was from Davenport Police Department. She noted that there was not a proposal from the Davenport Police Department because they wouldn't let them enter it like a long-term agreement, but they would be scheduled as needed.

A. Securitas

Ms. Burns presented the Securitas proposal stating that this was a vendor that they had used at other communities largely because they are the only security vendor that will staff facilities for under 40 hours a week without having to hire a full-time person. She noted that they would offer staffing at a lower level if they grouped it with something else. She explained that a lot of communities that they manage have chosen a Remote Guarding Pool Perimeter Protection Package as well as the 16 hours a week. The idea is that they would do two 8-hour shifts staffed on peak times. She noted that the only things that they see that are blocked out were the dates and times in which they would be staffing the facility. She stated that their rate was \$28.98 per hour, and they would do 16 hours per week staffed at the facility in which they would enforce pool rules and make sure people have cards. She added that it would be the hours when the facility is open. She explained that the main idea with the guard there was that they would be making sure that the people aren't drinking, having unauthorized parties, following pool rules, everyone in there is a resident and should have access, etc. She stated that the estimated annual cost for two shifts per week would be \$24,111.

Ms. Burns presented the other package, which she stated that they could not split up. She explained that they could not just pick the Remote Guarding without the Access Control Officer. She noted that for the Security Remote Guarding Perimeter Protection, they had cameras posted. She explained that they were remotely guarded from their facility, and they have access to the cameras for all their locations that they do, and they have a motion sensor. She stated that the package for the cameras, the talk down and the Remote Guarding was an annual cost of \$7,742, which was based on paying for the equipment over a five-year period and that cost would go down after five years to just do the remote guarding once they have paid for the cameras. She added that if they wanted to terminate that before the five years, they would have to buy out the cameras.

B. Davenport Police Department

Ms. Burns stated that Davenport Police Department would not do an annual contract. She explained that they would have to put in a shift request and then they would either pick it up or would

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not pick it up. She added that it would be on an as needed basis that they could schedule. She noted that if they were looking for someone to enforce pool rules in a deterrent, the police were a much better deterrent than a security company. She pointed out that the Davenport Police Department's current rate was \$35 an hour, which was actually very good because most were significantly higher at a \$45 to \$60 range for off duty police. She noted that the benefit here was their minimum hours worked was a little shorter, so if they wanted to do more shifts per week instead of an 8-hour shift and get them more coverage, they could spread the 16 hours over a few days.

Ms. Burns compared the two options stating that if they were looking for someone to enforce pool rules and be there during the day when people were there, the police would be the better option. If the community concerns were more people jumping the fence overnight, the Securitas proposal would be the better option because they would be getting 12-hours of coverage overnight. She added that this was not a facility where they get a lot of resident violation complaints or a lot of break-ins in general. She noted that she received a couple of emails from residents saying that their preference was the police. She also noted that she had one resident say that they were upset that the police were there over the Fourth of July because they thought it gave the impression that they had problems in their community. She stated that it was what residents wanted and what their priority was. After Board discussion, it was decided to delegate authority to the staff to schedule the Davenport Police Department on an as needed basis for complaints or issues that they see starting in October.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, Authorizing Staff to Engage Davenport Police Department on an As Needed Basis, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had no updates for the Board.

B. Engineer

There being no report, the next item followed.

C. Field Manger's Report

Mr. Tindall presented the Field Manager's Report to the Board. He stated that they monitored the storm throughout the track. They locked down the facility on Wednesday and they reopened the

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facility on Thursday after the storm passed. They went through to make sure no issues were found. He noted one section of fence that he discovered that had blown out, but it could have possibly been before the storm. He added that they would have staff fix it. He explained that the palm trees that were previously approved were installed. He stated that the amenity overall looked good, and no issues were found. He noted that there was an issue with the shower that they were investigating. He also noted issues with local construction in the area. He reviewed the site items. He explained that the last of the approved parking signs were installed. He stated that the only area of construction that he could currently see that was left at this area was in Phase Two. He added that he could put some parking rules together for consideration for the rest of the community for October to tie in everything. Ms. Burns agreed for them to put some maps together. Mr. Tindall continued reviewing his report stating that there was trash on the drains, and they would get that cleaned out.

D. District Manager's Report

Ms. Burns stated that she had a request from the HOA to put in three dog waste stations with just the bags and not the trashcans at three locations in the community. One of the locations was not a CDD property and one was on a resident's property, which she explained that they couldn't approve that. She stated that they were supposed to send a map back with a request for two locations and she noted that she didn't get it yet. She added that the HOA would refill the bags, pay for them and install them. After Board discussion, it was decided to approve if the HOA reaches back out with locations and get a license agreement from counsel.

i. Approval of Check Register

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

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 financial statements are in your package for review. There was no action that needed to be taken.

iii. Ratification of Series 2022 (AA2) Requisition #40

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Ms. Burns noted that Requisition #40 had already been approved by the Chair and just need to be ratified by the Board.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Requisition #40, was ratified.

iv. Discussion Regarding October Meeting Date Room Availability

Ms. Burns stated that this room was not available the week of the October meeting. She noted that right now they did not have the agenda items for that meeting, and it was possible that they may be able to cancel it. In that event, she explained that they would need to reschedule.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Authorizing the Chair to Work with Staff to Select a New Date or Cancel, was approved.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Burns opened the public comment period. Resident Marisol commented on the security item stating that she understood that the budget went up because of the security. She asked for clarification that there was \$33,000 in the budget to use for security. Ms. Burns confirmed that was correct, it would fall under security, but some of that would be retained for gate repairs, etc. She explained that for staffing of guard hours with the Davenport Police Department, they would probably want to spend no more than \$28,000 and save \$5,000 in case they must make repairs to any of the cameras or access system. Resident Marisol stated that if they were going to use Davenport Police Department on an as needed basis, they wouldn't be using all the \$33,000. She asked if they could shift that budget somewhere else such as a walking trail or more pool canopies. Ms. Burns responded that if there was a request to reallocate those funds to use that for something else, that would be an option. Resident Marisol stated that she didn't feel like they needed the \$33,000 for security only if they were going to use Davenport Police Department as needed. She requested adding a walking trail from Buckeye around the pool and to the parking lot. Ms. Burns responded that the canopies and the walk trail would probably not be within the \$30,000 budget, but they were things that they could budget for in the future and increase assessments to pay for it. Resident Marisol explained that she was bringing

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up ideas. She added that if they were not using the whole budget for security and could shift it somewhere else as needed, that would be great. Ms. Burns thanked Resident Marisol for her comments.

Resident Nicole requested “*Incoming Traffic Does Not Stop*” signs to be put on the “*Stop*” signs at both entrances. Ms. Burns responded that they would look at it.

A resident asked for consideration to get the pool heated during the winter months. Ms. Burns responded that they could look at getting figures for it for future years, but she didn’t think it would be in the existing budget. The resident commented on the annuals around the entrance. He asked if there was a way that they could do perennials that come up every year versus putting that money to the budget for the annuals every year. Ms. Burns responded that they could. She explained that the request was to enhance the color. She noted that the number came in less at \$8,000 instead of \$12,000 for all four entrances.

Resident Scott commented on the retaining wall and asked who owned it. He also asked about the canopy move. Ms. Burns responded that the canopy move was a no, and the fence was required if there was a drop off more than 30 inches. She explained that the wall was maintained by the CDD, but they needed to double check the fence to see if the fence was the CDD’s or the residents. She noted that the grass was the residents, and they mow all of that. Resident Scott asked if someone had a residence that backs up to the wall, were they allowed to use that wall as a portion of their fence or do they need to put a back panel in. Ms. Burns responded that the fencing approval would be through the HOA, and they wouldn’t speak for them; however, if there is a maintenance easement in place, they general wouldn’t allow them to fence that portion because it was in place for them to go through and be able to do that. Resident Scott stated that they presented Ms. Burns and Mr. Tindall Certificates of Appreciation because they really appreciated a lot of the things that were happening such as the new parking policy. He explained that the new parking policy was working great, and the new tow company was working out well. Ms. Burns thanked Resident Scott.

Ms. Schwenk stated that she would like to submit her resignation. She noted that she emailed Ms. Burns a copy of the resignation letter for their files.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Accepting Lauren Schwenk’s Resignation, was approved.

Ms. Burns stated that with Ms. Schwenk’s resignation, it leaves a vacant seat open. She asked if any Board members have a nomination to fill the vacant seat. There was a nomination for Lindsey Roden to fill the vacant seat.

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On MOTION by Ms. Petrucci, seconded by Mr. Lavoie, with all in favor, Appointing Lindsey Roden to the Board of Supervisors, was approved.

Ms. Burns stated that Lindsey Roden was not present for this meeting, so they would swear her in at the next meeting.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Eric Lavoie

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Chairman/Vice Chairman