

**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 Thursday, **November 2, 2023** at 10:30 a.m. at 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Eric Lavoie	Chairman
Bobbie Henley	Vice Chairman
Jessica Kowalski	Assistant Secretary
Jessica Petrucci	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Marshall Tindall	Field Manager, GMS
Lauren Gentry <i>by Zoom</i>	District Counsel, KVW

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns opened the public comment period on anything specific to the agenda items. There were no public comments.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oath to Newly Appointed Supervisor Lindsey Roden (Seat #2)**

Ms. Burns stated the oath for Ms. Lindsey Roden was conducted before the meeting.

**B. Consideration of Resolution 2024-01 Electing Officers**

Ms. Burns stated with a change in Board members, officers would need to be re-elected. She noted herself is listed as Secretary, George Flint as Assistant Secretary and these need to be

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added to the officers. She asked for appointments. Mr. Lavoie was nominated for Chair, Bobbie Henley as Vice-Chair, and the others as Assistant Secretaries.

On MOTION by Ms. Kowalski, seconded by Ms. Petrucci, with all in favor, Resolution 2024-01 Electing Officers with Mr. Lavoie as Chair, Ms. Henley as Vice-Chair, Ms. Petrucci, Ms. Kowalski, and Ms. Roden, and George Flint as Assistant Secretaries, and Ms. Burns as Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes from the September 5, 2023 Board of Supervisors Meeting**

Ms. Burns presented the meeting minutes from September 5, 2023 Board of Supervisors meeting and asked for any comments or corrections from the Board.

On MOTION by Ms. Kowalski, seconded by Ms. Petrucci, with all in favor, the Minutes of the September 5, 2023 Board of Supervisors Meetings, were approved.

**FIFTH ORDER OF BUSINESS**

**Discussion Regarding Adding Additional Phases to Parking Policy**

**A. Consideration of Resolution 2024-02 Designating Additional Parking Zones**

Ms. Burns stated with construction nearing the end with the homes we look to start putting in the street parking, towing policies in place. She added we are close to completing construction. She referred to the map for the allowed parking on one side of the road. This just expands the existing policy. Ms. Burns suggested the implementation of the policy to start after the new year.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2024-02 Adding Additional Phases to Parking Policy, was approved.

**B. Consideration of Proposal for Additional Parking Signage**

Ms. Burns stated these are the quotes for the additional signage for a total of \$4,137.18 for the 2 phases. She added this will come out of the contingency for the field line item.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Proposal for Additional Parking Signage, was approved.

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**SIXTH ORDER OF BUSINESS**

**Presentation of Arbitrage Rebate Reports for:**

**A. Series 2020 Assessment Area 1 Project Bonds**

**B. Series 2022 Assessment Area 2 Project Bonds**

Ms. Burns presented the Arbitrage Rebate reports that is required for the Trust Indenture for the bond issuance. She added the District must demonstrate they do not earn more interest that they pay on the bonds. She noted there is a negative arbitrage amount listed.

On MOTION by Ms. Kowalski, seconded by Ms. Petrucci, with all in favor, the Arbitrage Rebate Report, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Audit Services Engagement Letter for Fiscal Year 2023 Audit from Grau & Associates**

Ms. Burns stated this is a requirement for an independent audit each fiscal year. The audit committee reviewed and ranked the proposals that were received. She added this is a 3-year agreement and is a renewal. The total amount is \$6,600. She noted that District Counsel asked that the Board approve this subject to final Counsel review.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2023 Audit from Grau & Associates for \$6,600, was approved subject to final counsel review.

**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 include the annual installation, palm trees updates, general repairs, inspections, dangerous traffic patterns, traffic signs, street cleaning, general cleanup, email blast for reminder of what can and cannot go into the trash can, cooking oil issues, tips for cooking oil, traffic patterns, and sidewalk repair.

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**i. Consideration of Proposal for Renewal of Pool Maintenance Services Contract**

Mr. Tindall presented the proposal for renewal of pool maintenance services contract. He noted there was an increase for the fiscal year. He discussed the costs, the budget, and seasonal services.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Proposal for the Renewal of Pool Maintenance Services Contract, was approved.

**ii. Consideration of Proposal for Renewal of Janitorial Maintenance Services Contract (to be provided under separate cover)**

Mr. Tindall presented the janitorial maintenance services for cleaning the facilities and the cleaning of the garbage cans. He recommended approval. The total was for \$9,600.

On MOTION by Ms. Kowalski, seconded by Ms. Petrucci, with all in favor, the Proposal for Renewal of Janitorial Maintenance Services Contract, was approved.

**D. District Manager's Report**

**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. This is from August 18<sup>th</sup> – October 19<sup>th</sup> for a total of \$84,824.35.

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

**ii. Balance Sheet and Income Statement**

Ms. Burns stated the financial statements are through September and are year-end financials for fiscal year 2023. There was no action that needed to be taken.

Ms. Burns noted that Thanksgiving, Christmas and New Year's Eve towing is typically suspended. The Board agreed to have suspended days. She added the signs are still there, but the towing vendors do not come. Also, no notices will be sent.

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She added comments about a movie night and a request to hold within the pool deck for Christmas. This will be a community event and they will have security and will confirm with insurance. It was discussed about the food and drink regulation. The Board agreed to the activity.

**NINTH ORDER OF BUSINESS****Other Business**

There being no comments, the next item followed.

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

Ms. Burns opened the public comment period. Audience comments included topics on the right of ways and people running the stop sign. He recommended to review and relocate the stop signs and another sign be removed. Ms. Burns noted these are required as a traffic plan and cannot be removed. Thursdays are the days for Board meetings. He asked about the total price for the flowers at both of the entrances. Ms. Burns noted they budgeted \$12,000 but the quote came in under. She added they will follow-up.

He also asked about a community member to be placed on the Board. Ms. Burns replied there is a landowner election in November of 2024 for Landowners.

Another member of the audience member commented on the Halloween Movie Night Event and a request for a Christmas Movie Night. He added comments on parking. He made comments on other public activities. Speeding issues will be investigated. Parking issues and lights were discussed.

Another audience member commented on traffic stop signs and safety concerns.

Issues with police officers were discussed. Ms. Burns noted they do not have enforcement over the police and those concerns need to be made to the police department. Discussion ensued on traffic, taxes, parking, vendor pricing, budget increases, security costs, budget public hearing, increase in assessments, public input provided, and enhanced landscaping requested by residents.

Other comments included increase in lighting around mailboxes, recommended covering for this area. Ms. Burns replied the costs for a covering would run about \$60,000 and residents can request this, and it would require an increase in assessments. The covering was further discussed and the HOA and Developer Board input. Ms. Burns recommended this request go through the CDD.

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**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Eric Lavoie*

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Chairman/Vice Chairman