

**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, **April 4, 2024** at 10:30 a.m. at 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Eric Lavoie	Chairman
Jessica Kowalski	Assistant Secretary
Jessica Petrucci	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk Law
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 in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns opened the public comment period on anything specific to the agenda items. Resident Scott agrees security company is the best way to go with the capability to monitor activity after hours and would like security on weekends.

THIRD ORDER OF BUSINESS

**Approval of Minutes from the January 4,
2024 Board of Supervisors Meeting**

Ms. Burns presented the meeting minutes from January 4, 2024 Board of Supervisors meeting and asked for any comments or corrections from the Board.

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On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, the Minutes of the January 4, 2024 Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-03 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: August 1, 2024) and Setting the Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

Ms. Burns stated the District is required to approve a preliminary budget by June 15th of each year to set the cap amount. A copy of the budget is sent to the city or county 60 days prior to the public hearing date. At the preliminary budget, if there is a proposed increase, a mailed notice would be sent to the property owner to notify them of the public hearing. Changes can be made over the summer and the date for the proposed budget adoption is listed as August 1st. This budget does not contemplate an assessment increase. A couple of line items did increase but there were a few items that decreased based on actual contracts awarded. The proposal is to keep the assessment amount the same. The biggest decrease was for landscape maintenance. The number in here reflects the current contract amount of all phases. There is a little bit larger capital reserve transfer for the upcoming year.

On MOTION by Ms. Kowalski, seconded by Ms. Petrucci, with all in favor, Resolution 2024-03 Approving the Proposed Fiscal Year 2024-2025 Budget (Suggested Date August 1, 2024) and Setting the Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget for Thursday, August 1, 2024 @ 10:30 AM @ the Holiday Inn— Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida 33880, was approved.

FIFTH ORDER OF BUSINESS

Consideration of 2024 Non-Ad Valorem Contract with Polk County Property Appraiser

Ms. Burns stated this is the annual renewal of the agreement. The property appraiser will provide the District with all of the parcels within the community that they will then use to certify the assessments with the tax collector.

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On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, the 2024 Non-Ad Valorem Contract with Polk County Property Appraiser, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock had nothing other than reminding the Board of ethics training.

B. Engineer

District Engineer was not on the line today as there was nothing engineer related on the agenda.

C. Field Manger's Report

Mr. Tindall presented the Field Manager's Report which included plant replacement, landscape maintenance, mulch review, monitoring palms, treatment of sandspurs along sidewalk/monitoring, gate card reader replacement, vandalism issues, minor cleaning at playground, faulty solar light replacement, review of storm drains, and minor fence damage scheduled for repair.

D. District Manager's Report

Ms. Burns presented the parameters of the security system. The Board looked at this proposal in the past and had some discussion on whether to go with a security system or go with scheduling police officers as needed. There were some resident requests and issues that needed to be brought back to the Board regarding police officers just sitting in vehicles and not on the pool deck as well as difficulty staffing them on holidays. There have been increased reports of kids jumping the fence at night and being in the facility after dark.

This proposal is from Securitas which has been used in several Districts as they allow to staff security guards for under 40 hours per week. The proposal has 16 hours per week for guard service at peak hours. Their main responsibility is enforcing the adopted pool rules. In addition, there is a camera system that is monitored during the hours the facility is closed. The cameras have motion sensors and call down capability. The 16 hours per week guard service for the full year is \$23,863 and overnight guarding for annual is \$8,272. The price does include purchase of the

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cameras, priced over 5 years. The total would be \$32,134 for both. It's not an option to do one or the other. The preliminary budget for this is \$35,000.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Proposal for Security Services, was approved.

i. Approval of Check Register

Ms. Burns presented the check register for review totaling \$608,717.01. She stated some of that is transfers from operations to the debt assessments when the amounts come in which is \$547,000.

On MOTION by Ms. Petrucci, seconded by Ms. Kowalski, with all in favor, the Check Register totaling \$28,248.30, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated the financial statements are through February. There is no action necessary from the Board. These are for information purposes.

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Resident (Ann S.) wants walking options around retention pond opposite from Forest Lake Rd. entrance. Receiving heavy foot traffic through front yard. - Look into cost of a sidewalk. Reach out to HOA for permission to install fence on the parameter of her yard.

Resident (Scott) stated that he has issues with the towing company. He asked if there is an after-hours number to report security issues. He asked a question about home with painted driveway/sidewalk. The resident was directed to email Jill with afterhours security issues. HOA prohibits painted driveways and they are addressing that with DR Horton.

Marysol Henriquez asked if black rails can be installed at retention pond where homeowner is having issues. Those go on retaining walls over 36 inches for city/county code compliance. Fence or rails may not be allowed if against SWFWMD permit.

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Cortez asked to send letters and install signs at retention pond regarding fines. Ms. Burns noted the CDD isn't legally allowed to levy fines. Trespassing issue on private property should be reported/handled by police.

NINTH 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