

**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, **May 2, 2024** at 10:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

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

Also present were:

Jill Burns	District Manager, GMS
Monica Virgen	District Manager, GMS
Marshall Tindall	Field Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order and called the roll. There were five Board members in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen opened the public comment period on anything specific to the agenda items.

Resident (Ms. Daphne Brown) asked about being able to turn the screen on for the meeting. Ms. Burns noted it would not show anything.

Resident (Scott Woodlee) asked about an update on the path, the CDD and city agreement, security on weekends at the pool, issue on the intersection of Chestnut and Aspen with U-turns and parking.

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Resident (Frank Rivera) asked about issue on the entrance by mailboxes and throwing rock and pool problems. Mr. Lemur commented on weeds in the brick walls, tall walls on Sugarwood, kids jumping off walls, and the towing vendor.

Resident (Jose Montalvo) commented on idea on controlling stones at the amenity center.

**THIRD ORDER OF BUSINESS**

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

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

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes from the April 4, 2024, Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04 Designating a Date, Time, and Location for a Landowners' Meeting and Election (November 7, 2024)**

Ms. Virgen stated this resolution is for the designation a date, time and location for a Landowners' meeting and election. She noted this is scheduled for November 7, 2024, at 10:30 and there are 3 seats up for election which Seats 1, 2 and 3. She added there are proxies and ballots for public use. She explained the requirements for the seats.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, Resolution 2024-04 Designating a Date, Time and Location for a Landowners' Meeting and Election which will be November 7, 2024, at 10:30am in the Same Location, was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock reminded the Board of the required ethics training.

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**B. Engineer**

The 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 to include landscaping, pool updates, mulching, irrigation, stones, playground, Phase 2, stone removal at mailboxes, options for replacement of rocks at amenity center and the mailbox area with mulch or pavers.

**D. District Manager's Report**

**i. Discussion Regarding Clarifying Towing Policy for Commercial Vehicles to Include Utility Vans & Utility Trucks**

Ms. Burns clarified commercial vehicles included utility vans and utility trucks. There was a request to add these to the policy at staff direction. Overnight parking was discussed.

Ms. Burns provided updates on security contract being finalized, the monitor camera portion will be about 6 weeks and a request to start guards earlier. She added hours for security guards. She discussed the agreement for city of Davenport with a new city attorney and working on a new agreement. She stated the Chair will approve and it can be ratified at a later meeting.

Ms. Burns stated Mr. Tindall will investigate the turnaround issue and will bring it back to the next meeting. She added statement on the retaining laws and the easement for these on resident lots. She clarified the landscaping is residents' responsibility. The fence is on CDD property, and they can ask them to be removed regardless of HOA approval. She explained the easement laws and they cannot be blocked. She added there are no easement agreements for this district. She noted the CDD will not maintain the grass. She added the walkway issue and the possibility of the pavers.

Mr. Tindall explained the options for replacement of rock at amenity center and mailbox with mulch or pavers. It was noted this would be approximately \$130 per household and the budget will have to be increased.

**ii. Approval of Check Register**

Ms. Virgin presented the check register for review from March 22 through April 18, 2024.

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

**iii. Balance Sheet and Income Statement**

Ms. Virgen reviewed the financial statements. She noted there is no action necessary from the Board. These are for information purposes only.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Resident (Frank Rivera) asked about painting, sidewalk cracks around the community. Ms. Burns noted they are waiting on HOA pursuing vendor to fix the issue before they will correct. She added it will be at a cost. Mr. Rivera will send photos and locations. Ms. Burns stated Mr. Tindall will review the sidewalk and driveway issues.

Resident (Jose Montalvo) commented on the amenity center overnight parking and tow trucks. Ms. Burns reviewed the contract with the towing vendor. Discussion ensued on towing,

Resident (Travis Lemur) commented on the fence issue and an area of concern. Ms. Burns discussed the land on the retaining wall and fence and who maintains. She noted this is city required code. She stated the CDD will not spend public funds or maintain private property. Discussion continued on issues with the private property.

Requirement for pool age identification process was discussed. Security guards will be inside the gate reinforcing the CDD rules of the pool area.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen adjourned the meeting.

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

There was a motion to re-open the meeting for futher discussion.

On MOTION by Ms. Roden, seconded by Ms. Kowalski, with all in favor, the meeting was re-opened.

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Ms. Virgen adjourned the meeting after further discussion.

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

*Jill Burns*

Secretary/Assistant Secretary

Signed by:

*Eric Lavoie*

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Chairman/Vice Chairman