

**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, **August 1, 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
Lindsey Roden	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Jill Burns	District Manager, GMS
Marshall Tindall	Field Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Lauren Gentry	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 (Scott Woodlee 1636 Aspen Ave) recommended replacing the Board member resigning with someone in the neighborhood until the election is held in November.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Jessica Kowalski**

Ms. Virgen stated the acceptance Resignation of Jessica Kowalski is on page 7 of the agenda package.

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On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Accepting the Resignation of Jessica Kowalski, was approved.

**B. Appointment to Fill Vacant Board Seat #5**

Ms. Virgen stated if it is the Board’s recommendation to appoint a resident, normally an applicant would send a resume that would be presented to the Board to explain why you are interested in the CDD. This allows any members of the public who did not attend the meeting in person the opportunity to apply to the CDD. The Board requested that any interested resident submit their resume or letter of interest to be considered at the next Board meeting.

**C. Administration of Oath to Newly Appointed Supervisor**

**D. Consideration of Resolution 2024-05 Appointing an Assistant Secretary**

Items C and D were tabled to a future meeting agenda.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes from the May 2, 2024  
Board of Supervisors Meeting**

Ms. Virgen presented the meeting minutes from May 2, 2024, Board of Supervisors meeting and asked for any comments or corrections from the Board.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Minutes from the May 2, 2024, Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget**

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Opening the Public Hearing, was approved.

Resident (Randi Ribarich 1775 Buckeye Rd) questioned certain line items on the administration portion of the budget, such as dissemination assessment administration. Ms. Virgen stated for the contract, it is based on the series of bonds that are in place. There was a bond increase issued in Phase 3.

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Resident (Frank Rivera 1004 Sugarwood) asked what the CDD is maintaining to cause all of the increases. He noted it was his first year living there and hopes the budget does not keep increasing. Ms. Burns stated there was no proposed increase in CDD fees for the upcoming year. The increase in postage was due to mail notices regarding towing. She also noted for the assessment administration, it was based on contract. It is common among CDDs to charge the assessment roll fee. She noted that dissemination is required with the issuance of bonds. The management fee was increased from what residents have seen in the past. This is for the base fee of a District that will be resident controlled.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2024-06 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds**

Ms. Virgen stated on page 22 of the agenda package is the Fiscal Year 2025 proposed budget for Forest Lake CDD. The proposed budget is \$617,756. Nothing has been updated from the budget from the proposed budget approved in April. The assessment total will remain the same as the current year. This shows the budget has been compliant with Florida Statute.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2024-06 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

**ii. Consideration of Resolution 2024-07 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Virgen reviewed the resolution for the Board. The Board had no questions.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2024-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-08 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year**

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Ms. Virgen reviewed the proposed monthly meeting schedule for Fiscal Year 2025. The Board had no changes to the proposed meeting dates.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2024-08 Designation of. Regular Meeting Date, Time, and Location for Fiscal Year 2025 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-09  
Authorizing the Establishment of an SBA  
Account**

Ms. Virgen reviewed Resolution 2024-09 which was included in the agenda package for Board review.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, Resolution 2024-09 Authorizing the Establishment of an SBA Account, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of the Adoption of Goals  
and Objectives for the District**

Ms. Virgen noted that there was a new Florida statute requiring all CDDs to adopt annual goals and objectives for the District. She reviewed the proposed goals and objectives for the Board.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

**NINTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2023 Audit  
Report**

Ms. Virgen reviewed the Fiscal Year 2023 audit report for the Board and noted that it was a clean audit.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

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**TENTH ORDER OF BUSINESS**

**Ratification of Traffic Control  
Jurisdiction Agreement with City of  
Davenport**

Ms. Virgen noted that this agreement had been previously approved and they were bringing it back for Board ratification.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Traffic Control Jurisdiction Agreement with City of Davenport, was ratified.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Towing Services  
Agreement with Bolton’s Towing**

Ms. Virgen reviewed the Bolton’s Towing Agreement with the Board and explained that their prior towing vendor had not been as responsive as they needed them to be.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Towing Services Agreement with Bolton’s Towing, was ratified.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock had nothing further to report at this time.

**B. Engineer**

**i. Acceptance of Annual Engineer’s Report**

Ms. Virgen noted that the Annual Engineer’s Report is on page 138 and this report is required by the Master Trust Indenture. She noted that the summary states that the property owned by the District is functioning with its intended purpose.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Annual Engineer’s Report, was approved.

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**C. Field Manger’s Report**

**i. Consideration of Proposals for Paver Materials & Installation**

**a) Associated Construction Products, Inc.**

**b) Prince & Sons, Inc.**

Mr. Tindall presented the Field Manager’s report. He stated this contract is for landscaping, mowing, trees, branches, etc. The playgrounds have no issues.

On MOTION by Mr. Lavoie, seconded by Ms. Roden, with all in favor, the Proposal for Paver Materials and Installation with Prince & Sons, Inc., was approved.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Virgen presented the check register that is on page 155. This is for April 20<sup>th</sup> through July 16<sup>th</sup>. The total is \$122, 294.17 and following the summary is a detailed check run summary.

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

**ii. 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.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Resident (Frank Rivera 1004 Sugarwood) asked if they can change the days security is present during the summer. They also recommended checking IDs at the pool. Ms. Burns stated if the residents see something happen that is out of amenity rules, they need to report it. Residents do not tend to like when they have to get ID checked, but if they are past the gates, it means they have a card. Guests are allowed four guests per household.

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**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

Signed by:

*Bobbie Henley*

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Chairman/Vice Chairman