

Forest Lake

Community Development District

4700 Millenia Blvd Suite 500 Fifth Flr, Orlando, Florida 32839
Phone: 863-289-6108 - Fax: 407-926-0174

January 8, 2025

Board of Supervisors Meeting Forest Lake Community Development District

Dear Board Members:

A Board of Supervisors Meeting of the Forest Lake Community Development District will be held Thursday, January 16, 2025, at 6:30 PM at the Forest Lake Amenity Center, 1595 Aspen Avenue, Davenport, Florida 33837.

Zoom Video Link: <https://us02web.zoom.us/j/89465549235>

Zoom Call-In Number: +1 305 224 1968

Meeting ID: 894 6554 9235

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (speakers will fill out and submit comment card to District Manager prior to beginning the meeting)
3. Approval of Minutes of the December 19, 2024 Board of Supervisors Meeting
4. Consideration of Resolution 2025-08 Designating Registered Agent for the District
5. Consideration of Resolution 2025-09 Designating District Records Office
6. Consideration of Resolution 2025-10 Designating District Manager & Dissemination Agent
7. Consideration of vacant District Supervisor seats, Seat 4 and Seat 5 are currently vacant
 - A. 2 applicants for consideration
8. Consideration of Resolution 2025-11 Designating the Officers of the Forest Lake C D D
9. Consideration of Resolution 2025-12 DESIGNATING A PUBLIC DEPOSITORY FOR FUNDS
10. Consideration of Resolution 2025-13 Forest Lake CDD - Designating Emergency and After Hours Authority
11. Consideration of Resolution 2025-14- Forest Lake CDD Public speaking policy January 2025
12. Consideration of Resolution 2025-15- Forest Lake CDD prohibiting of trees-bushes or other agriculture growth within sidewalk common area causeway
13. Staff Reports
 - A. Attorney
 - B. Engineer
 - i. Field Manager's Report
 - C. District Manager's Report
 - i. Check Registers under review
14. Audience Comments
15. Supervisors Requests
16. Adjournment

¹ Comments will be limited to three (3) minutes

RESOLUTION 2025-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Forest Lake Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Polk County, Florida; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.014(1), Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT:

1. **DESIGNATION OF REGISTERED AGENT.** Christopher A. Lopez is hereby designated as Registered Agent for the Forest Lake Community Development District.
2. **REGISTERED OFFICE.** The District's Registered Office shall be located at 4700 Millenia Blvd, Suite 500, Fifth floor, Orlando, FL. 32839.
3. **FILING.** In accordance with Section 189.014, Florida Statutes, the District’s Secretary is hereby directed to file certified copies of this resolution with Polk County and the Florida Department of Economic Opportunity.
4. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS 16TH DAY OF JANUARY, 2025.

ATTEST:

**FOREST LAKE COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair of the Board of Supervisors

RESOLUTION 2025-09

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT; DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Forest lake Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Polk County, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Records Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District also desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at: NPG CAM SERVICES Inc., 4700 Millenia Blvd, suite 500 Fifth Floor, Orlando, FL 32839

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue shall be located at 1595 Aspen Ave, Davenport, FL 33897, within Polk County, Florida.

SECTION 3. This Resolution shall take effect on January 16, 2025.

PASSED AND ADOPTED THIS 16th DAY OF JANUARY, 2025.

ATTEST:

**FOREST LAKE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman / Vice Chairman, Board of Supervisors

RESOLUTION 2025-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND FIXING THE COMPENSATION OF THE DISTRICT MANAGER AND DISSEMINATION AGENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Forest Lake Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Polk County, Florida; and

WHEREAS, the Board of Supervisors of the District (“**Board**”) must employ and fix compensation of a “**District Manager**;” and

WHEREAS, the Board desires to redesignate its “**Dissemination Agent**” for continuing disclosure services associated with all current special assessment bonds; and

WHEREAS, the Board has determined that the appointment of a District Manager and Dissemination Agent is necessary, appropriate and in the District’s best interests; and

WHEREAS, the Board desires to appoint a District Manager and Dissemination Agent, and to provide compensation for their services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT:

1. APPROVAL OF MANAGEMENT AGREEMENT. NPG CAM Service Inc. is appointed as District Manager and Dissemination Agent, and shall be compensated for their services in such capacity in the manner prescribed in the agreement incorporated herein by reference as **Exhibit A**.

2. EFFECTIVE DATE. This Resolution shall become effective immediately for purposes of opening accounts and consistent with the agreement set forth in **Exhibit A**.

PASSED AND ADOPTED THIS 16TH DAY OF JANUARY, 2025.

**FOREST LAKE COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____

Chairman, Board of Supervisors

Exhibit A: District Manager Agreement

RESOLUTION 2025-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Forest Lake Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to designate certain Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. Sharon Gastelbondo is appointed Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Christopher A. Lopez is appointed Treasurer.

John Paul Toth is appointed Assistant Treasurer.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 16th day of January, 2025.

ATTEST:

FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

RESOLUTION 2025-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A PUBLIC DEPOSITORY FOR FUNDS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Forest Lake Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors (“**Board**”) is statutorily authorized to select a depository as defined in Section 280.02, *Florida Statutes*, which meets all the requirements of Chapter 280 and has been designated by the State Treasurer as a qualified public depository; and

WHEREAS, the Board desires to designate a public depository for the District funds.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT THAT:

1. DESIGNATION OF PUBLIC DEPOSITORY. *Truist* is hereby designated as the public depository for District funds. In accordance with Section 280.17(4), *Florida Statutes*, the District’s Secretary is directed to furnish to the State Treasurer prior to the deposit of any public funds, the District’s official name, address, federal employer identification number, and the name of the person or persons responsible for establishing accounts. The District’s Treasurer, upon assuming responsibility for handling the District funds, is directed to furnish to the State Treasurer annually the information required in accordance with Section 280.17(3), *Florida Statutes*.

2. EFFECTIVE DATE. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 16th day of January, 2025.

ATTEST:

**FOREST LAKE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

RESOLUTION 2025-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST LAKE CDD GRANTING SUPERVISORS THE EMERGENCY AUTHORITY TO REPRESENT THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT DURING EMERGENCY SITUATIONS AND/OR AFTER-HOURS SITUATIONS. DISTRICT SUPERVISORS ARE GRANTED EMERGENCY AUTHORITY IN MATTERS INVOLVING THE CITY OF DAVENPORT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Forest Lake Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Polk County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate a District Supervisor as the *Emergency Representative* when dealing with the City of Davenport in matters concerning the District, local city ordinances and policies, areas of concern and conflicts that may arise during an emergency and/or after business hours.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The scheduled District Supervisor has the approval of the Board of Supervisors to conduct, attend and negotiate on the District's behalf during an emergency situation, a declared emergency and/or after business hours, with any City of Davenport government officials, Police or Fire department officials, and Public Works officials. All communications will be reported at the next supervisors' meeting in which the Board of Supervisors can consult with the District Counsel. Any actions after an emergency situation can only be taken, agreed to or commence after the approval by the Board of Supervisors at the scheduled public board meeting.

Section 2. The scheduled District Supervisor has the approval of the Board of Supervisors to approve emergency repairs up to \$2500.00 and/or schedule emergency security personnel for the safety of the residents of the district. The scheduling of security personnel is for a total of up to 16 hours during an emergency or an after hours situation. The after business hours period covers the period in which the District office is closed and is unreachable during the emergency. The scheduled District Supervisor will report all incidents and retain all copies of approved repairs to submit to the District office. The Emergency District Supervisor schedule shall be confirmed during the scheduled board meetings.

Section 3. This Resolution shall become effective immediately upon its adoption and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 16TH DAY OF JANUARY, 2025.

ATTEST:

**Forest Lake Community
Development District**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

RESOLUTION 2025-14

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT REGARDING THE MEETING DECORUM AND PROFESSIONAL CONDUCT AT ALL MEETINGS, WORKSHOPS AND EVENTS.

WHEREAS the Forest Lake Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors (“**Board**”) is statutorily authorized to select a depository as defined in Section 280.02, *Florida Statutes*, which meets all the requirements of Chapter 280 and has been designated by the State Treasurer as a qualified public depository; and

WHEREAS the Board requires meeting decorum and professional conduct at all meetings, workshops and events. This resolution outlines the decorum and professional conduct of ALL in attendance at ALL Forest Lake Community Development District meetings, workshops and events.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT THAT:

The Public Speaking Policy - Rules of Decorum on pages 2-5 of this resolution is approved.

EFFECTIVE DATE.

This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 16th day of January 2025.

ATTEST:

**FOREST LAKE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT

PUBLIC SPEAKING POLICY

Adopted

January 16, 2025

INTRODUCTION

It is the desire of the Board of Supervisors (“Board”) of the Forest Lake Community Development District (“CDD” or “District”) to implement a public speaking policy that will facilitate better communication between the residents and the Board and facilitate more effective Board meetings.

PURPOSE OF A PUBLIC SPEAKING POLICY

Meetings of the Board are open to any member of the public. However, we ask that you keep in mind that it is a business meeting of the Board to discuss issues, make decisions, and have conversations that they cannot have outside of a publicly noticed meeting to which the public are invited.

The purpose of these meetings is for the Board to conduct business; however, in the course of business, residents and members of the public have valuable and applicable comments relating to these meetings and issues that the Board faces. In order to facilitate this communication between the Board and the public, it is necessary to set forth a policy related to members of the public speaking during any portion of the meeting.

GENERAL INFORMATION

As a courtesy to others, please turn your cell phones and/or pagers to vibrate or silent mode during the meeting. These meetings are recorded and videotaped. Your cooperation in this regard will allow everyone to hear all of the meeting discussion.

The Board is very interested in hearing comments from its citizens and encourages participation in meetings, at the appropriate time and in the appropriate manner. We ask that each person who speaks at a meeting be courteous and respectful, speaking only when recognized by the Chairperson and yielding the floor when requested by the Chairperson, Manager, Attorney, or other Board member.

In accordance with the Americans with Disabilities Act, Section 286.26, Florida Statutes, any person requiring special accommodations because of a disability or physical impairment to participate in any of these proceedings should contact the District Manager at least two (2) business days in advance of the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 800955-8770 for aid in contacting the District Manager at least two (2) days prior to the date of the meeting.

DESIGNATING PUBLIC COMMENT PERIODS

1. An initial Public Comment Period shall be provided at the start of each Board meeting prior to consideration of any propositions by the Board and shall be limited to items which appear on the agenda or are otherwise scheduled to be considered by the Board during such meeting (the “Initial Comment Period”). In the event that, during the course of the meeting, there

are propositions that come before the Board that are not listed on the agenda, the Chairperson shall announce an additional Public Comment Period on such proposition prior to the Board voting on the matter.

2. During the Initial Comment Period, speakers shall be permitted to address any agenda item (but not non-agenda matters, which may be addressed as indicated herein) of personal or general concern. The Chairperson may elect to also allow public comment on any non-agenda item of personal or general concern at the beginning of the meeting.
3. If not allowed during the Initial Comment Period at the beginning of the meeting, prior to the close of the meeting, an additional Public Comment Period shall be held in order to allow speakers to address any non-agenda item of personal or general concern (the “General Comment Period”).
4. Individuals wishing to make a public comment, whether during the Initial Comment Period, the General Comment Period, or any other Public Comment Period, are limited to three (3) minutes per person. Potential speakers may not assign his/her three (3) minutes to extend another speaker’s time.
5. The Chairperson may extend or reduce the time periods set forth herein in order to facilitate orderly and efficient District business, provided however that a reasonable opportunity for public comment shall be provided consistent with the requirements of Section 286.0114, Florida Statutes. The Presiding Officer may also elect to set and announce additional Public Comment Periods if he or she deems it appropriate.

IDENTIFYING INDIVIDUALS WHO WISH TO BE HEARD

Unless otherwise directed and declared by the Chairperson, individuals seeking to be heard before the Board during any Public Comment Period shall identify themselves by a show of hands at the beginning of each Public Comment Period, as announced by the Chairperson. Alternatively, in the event that public attendance is high, and/or if otherwise in the best interests of the District in order to facilitate efficient and orderly District business, the Chairperson may require individuals to complete speaker cards that include the individual’s name, address, the proposition on which they wish to be heard, the individual’s position, if any, on the proposition (i.e., “for,” “against,” or “undecided”), and if appropriate, to indicate the designation of a representative to speak for the individual or the individual’s group. In the event large groups of individuals desire to speak, the Chairperson may require each group to designate a representative to speak on behalf of such group.

Speaking Request Forms should be completed and given to the Manager prior to the start of the meeting.

PUBLIC DECORUM

1. Each person addressing the Board shall proceed to the place assigned for speaking, and should state his or her name and address in an audible tone of voice for the public record.
2. All remarks shall be relevant to the matter at hand, and shall be addressed to the Board as a body and not to any member thereof or to any staff member. The Chairperson shall rule as

to the relevancy of any remarks, as appropriate. No person other than a Board Supervisor or District staff member shall be permitted to enter into any discussion with an individual speaker while he or she has the floor, without the permission of the Chairperson.

3. Nothing herein shall be construed to prohibit the Chairperson from maintaining orderly conduct and proper decorum in a public meeting. Speakers shall refrain from disruptive behavior, and from making profane, vulgar, intimidating, or threatening remarks. Speakers shall refrain from launching personal attacks against any Board Supervisor, District staff member, or member of the public. If any speaker, after a verbal warning from the Chairperson against such behavior, continues to disregard these policies, the Chairperson shall have the discretion to expel such speaker from the meeting in accordance with the process set forth herein. Persons in the audience shall also refrain from behavior which may disrupt the meeting. This will include loud noises, verbal outbursts, clapping, shouting, heckling, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of meeting.
4. In the case that any person, whether a speaker or audience member, is declared out of order by the Chairperson and ordered expelled, and does not immediately leave the meeting facilities, the following steps may be taken:
 - a. The Chairperson may declare a recess.
 - b. The Chairperson may contact the local law enforcement authority.
 - c. In case the person still refuses to remove himself or herself from the meeting, the Chairperson may request that he or she be placed under arrest by local law enforcement authorities for violation of Section 871.01, Florida Statutes, or other applicable law.

SUPERVISOR PARTICIPATION

1. All comments should be delivered in a businesslike and professional manner.
2. Supervisors should refrain from making personal attacks or inflammatory comments.

OTHER POLICY ELEMENTS

1. Board Action: At the Board's discretion, any issue can be placed on the agenda for formal action at a later date or later on the same agenda.
2. Public Comments: The public is welcome to make comments at the appropriate times during the meeting, in conjunction with the other elements and instructions listed in this Policy. This is a forum for commenting, not debating. Many residents find it helpful to write their comments before speaking to ensure the most valuable use of their three minutes. The Board may choose at its sole discretion to further discuss an item among its members, but that is not an open forum for the public to join.

RESOLUTION 2025-15

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST LAKE CDD PROHIBITING A TREE OR ANY TYPE OF BUSH INSTALLED INTO A COMMON AREA.

WHEREAS, Forest Lake Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Polk County, Florida; and

WHEREAS, the Board of Supervisors of the District declares that the district streets common areas are not to be changed or altered.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The Forest Lake Community Development District prohibits any installation of trees or any type of bush on district property or within the common areas. The areas between the sidewalk and the street are not to be altered in any way or form. No other agriculture growth within sidewalk common area causeway is allowed. The area is only to contain grass and shall not be altered in any way.

Section 2. This Resolution shall become effective immediately upon its adoption and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 16TH DAY OF JANUARY, 2025.

ATTEST:

**Forest Lake Community
Development District**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors