

**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, **December 19, 2024** at 6:30 p.m. at the Forest Lake Amenity Center, 1595 Aspen Avenue, Davenport, Florida.

Present and constituting a quorum:

Frank Rivera	Chairman
Randi Ribarich	Vice Chairperson
Bobbie Henley <i>by Zoom</i>	Assistant Secretary
Jose Cortez	Assistant Secretary
Lauren Durham <i>by Zoom</i>	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Jill Burns	District Manager, GMS
Tricia Burns <i>by Zoom</i>	District Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order at 6:32 p.m. and called the roll. Three Board members were in attendance constituting a quorum. Ms. Durham and Ms. Henley joined by Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen opened the public comment period on agenda items. Hearing no comments, next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes from the November 7, 2024 Landowners’ Meeting, November 7, 2024 Board of Supervisors Meeting, and the November 26, 2024 Special Board Meeting**

Ms. Virgen presented the minutes from the November 7, 2024 Landowners’ meeting, the November 7, 2024 Board of Supervisors meeting and the November 26, 2024 special meeting.

On MOTION by Mr. Cortez, seconded by Mr. Rivera, with all in favor, the Minutes from the November 7, 2024 Landowners’ Meeting, the November 7, 2024 Board of Supervisors Meeting and the November 26, 2024 Special Meeting, was approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Agreement for District Management Services from NPG CAM Services, Inc. (requested by Supervisor Rivera)(to be provided under separate cover)**

Ms. Virgen noted next is the agreement for District Management services from NPG CAM Services, Inc. requested by Supervisor Frank Rivera. The contract did not make it to the agenda package but the Board members are currently reviewing it in person. A Board member noted according to the website the gentleman is already managing CDDs, the Board member asked for some of the CDDs that he is currently over right now.

On MOTION by Mr. Rivera, seconded by Ms. Ribarich with Mr. Rivera, Ms. Ribarich, and Mr. Cortez in favor and Ms. Henley opposed, the Agreement for District Management Services from NPG CAM Services, Inc., was approved 3-1.

**FIFTH ORDER OF BUSINESS**

**Presentation of Letter of Termination from Previous District Counsel Services from Kilinski Van Wyk Law**

Ms. Virgen stated this letter is on page 21 of the agenda package for informational purposes.

**SIXTH ORDER OF BUSINESS**

**Consideration of Agreement for District Counsel Services *(requested by Supervisor Rivera)***

Ms. Virgen stated this agreement was provided by Mr. Collins S. DelPercio who is present by Zoom today. Ms. Henley asked if anyone had looked at the contract and questioned his rates as well as experience.

On MOTION by Mr. Rivera, seconded by Ms. Ribarich, with Mr. Rivera, Ms. Ribarich, and Mr. Cortez in favor and Ms. Henley opposed, the Agreement for District Counsel Services, was approved 3-1.

Ms. Henley announced her resignation from the Board.

On MOTION by Mr. Rivera, seconded by Ms. Ribarich, with all in favor, Accepting the Resignation of Bobbie Henley, was approved.

Ms. Durham resigned from her position on the Board.

On MOTION by Mr. Rivera, seconded by Ms. Ribarich, with all in favor, Accepting the Resignation of Lauren Durham, was approved.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Arbitrage Rebate Report for Series 2020 Assessment Area 1 Project Bonds**

Ms. Virgen stated the District is required to demonstrate that they do not earn more interest than they pay on the bonds. Page 4 of the report shows a negative arbitrage amount.

On MOTION by Mr. Rivera, seconded by Ms. Ribarich, with all in favor, the Arbitrage Rebate Report for Series 2020 Assessment Area 1 Project Bonds, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-05  
Removing Current Registered Agent for  
the District**

Ms. Virgen noted they had suggested the Board appoint new staff but have not received any recommendations. The Board has to assign these positions at their next meeting. Resolution 2025-05 memorializes that GMS will no longer be the current registered agent as of January 6<sup>th</sup>.

On MOTION by Mr. Rivera, seconded by Ms. Ribarich, with all in favor, Resolution 2025-05 Removing Current Registered Agent for the District, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-06  
Removing Current District Records Office  
Within Polk County**

Ms. Virgen stated currently the District Records office is located at 346 E. Central Avenue in Winter Haven, Florida. Resolution 2025-06 removes that effective January 6<sup>th</sup>.

On MOTION by Mr. Rivera, seconded by Mr. Cortez, with all in favor, Resolution 2025-06 Removing Current District Records Office Within Polk County, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-07  
Removing Primary Administrative Office  
and Principal Headquarters of the District**

Ms. Virgen stated Resolution 2025-07 removes the primary administrative office and principal headquarters of the District effective January 6<sup>th</sup>. The GMS office is located at 219 East Livingston Street and will no longer be the primary headquarters.

On MOTION by Mr. Rivera, seconded by Ms. Ribarich, with all in favor, Resolution 2025-07 Removing Primary Administrative Office and Principal Headquarters of the District, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Virgen reminded the new Board that they did hire Mr. Collins DelPercio if they would like to get a report from him, if not, they will move on to the next item.

**B. Engineer**

Ms. Virgen stated the Board does not have a District Engineer.

**C. Field Manger's Report**

Mr. Tindall is not in attendance today. Ms. Virgen reviewed the Field Managers Report starting on page 67 of the agenda package. She noted the contract solicitations are on hold for the new management company. Any proposals or agreements the Board enters into there needs to be a legal agreement but because the District didn't have counsel services prior to this no agreements can be made. The claim for the fencing has been submitted to EGIS and the District just needs to submit proposals. Since there is no counsel for an agreement there is no movement on the fencing portion.

**i. Consideration of Proposal from NPS for Roof Repairs**

Ms. Virgen noted the NPS proposal for roof pairs is on page 71 of the agenda package. This company was found using avenues provided by the insurance provider. The Board can approve this if they would like and District Counsel can draft an agreement. Mr. Rivera noted they would like to once the new management company reviews the proposal.

Mr. Rivera questioned the water pressure issue and a pipe being installed but was told the city would get permission from the CDD. Ms. Burns noted they never received any correspondence or request from the city related to any utility work they wanted to do on CDD property or CDD roads. They city never requested an access easement or construction easement to perform any kind of work. The Board tabled the proposal from Prince for the well.

**D. District Manager’s Report**

**i. Approval of Check Registers**

**a) August 21, 2024 through October 24, 2024 (tabled from November 7, 2024 Meeting)**

Ms. Virgen presented the check register from August 21, 2024 through October 24, 2024 totaling \$78,538.01. This was tabled from the November 7, 2024 meeting.

On MOTION by Mr. Cortez, seconded by Ms. Ribarich, with all in favor, the August 21<sup>st</sup> through October 24<sup>th</sup> Check Register, was approved.

**b) October 25, 2024 through December 5, 2024**

Ms. Virgen presented the October 25, 2024 through December 5, 2024 check register totaling \$73,995.95.

On MOTION by Mr. Rivera, seconded by Mr. Cortez, with all in favor, the October 25, 2024 through December 5, 2024 Check Register, was approved.

**ii. Balance Sheet and Income Statement**

**a) Updated Financials through September 30, 2024**

**b) Financials through October 31, 2024**

Ms. Virgen presented the updated financials through September 30, 2024 on page 91 of the agenda package and the financials through October 31, 2024 on page 106 of the agenda package. These are provided for informational purposes and no action is required.

**iii. Discussion Regarding Transition Items**

Ms. Virgen confirmed the new District management companies address (4700 Millenia Blvd, Suite 500, 5<sup>th</sup> Floor, Orlando, Florida 32839). She verified this is an address where they can receive shipments. The accounting department will cut a check to all invoices received up to December 30<sup>th</sup>. Any invoices received after December 30<sup>th</sup> will be put with the financial records to be paid by the new account manager. All of the contracts, all District records, and contact information for vendors will be sent as well as the financial records and check with all of the District funds will be sent.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

Resident – Disappointed the guy from Haines City with the water didn’t get in touch. He did say it’s not an existing line that needs to be worked out but put in a new one.

Jose Montovo – Spoke about connecting to the city of Davenports pipes to increase pressure. City of Haines City is running a pipe and working on it to connect to their pipes.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests**

There being no comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen adjourned the meeting.

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman