

*Forest Lake  
Community Development District*

*Meeting Agenda*

*March 7, 2023*

# AGENDA

# MINUTES

**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 Tuesday, **January 3, 2023** at 10:00 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairperson
Jessica Kowalski	Assistant Secretary
Eric Lavoie	Assistant Secretary
Jessica Petrucci	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KVV Law Group
Molly Banfield <i>by Zoom</i>	District Engineer, Dewberry
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 present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns opened the meeting to the public for comment to anything specific to the agenda. There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes from the  
November 1, 2022 Landowners' and  
Board of Supervisors Meetings**

Ms. Burns presented the meeting minutes from the November 1, 2022 Landowners' and Board of Supervisors meetings and asked for any comments or corrections from the Board. There being none, she asked for a motion of approval.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Minutes of the November 1, 2022 Landowners' and Board of Supervisors Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of Towing Policies and Rules for Overnight Parking within the District**

Ms. Burns asks for a motion to open the public hearing.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns gave an overview for the Board by stating that the CDD owns the roads, so they are able to set parking and towing policies. There have been complaints from residents, mostly regarding cars parked on both sides of the road that prohibit access and safe driving through the community. Two maps were prepared to exhibit parking on the odd side of the road only and the other on the even side only. She then opened the discussion up to audience comments. Florida statute requires signage be placed stating the parking policies and notice will be placed at the entrances to the community as well as mailed notice to all residents and email blasts allowing for clear communication of changes made to the parking policies. There was a question about basketball hoops and Ms. Burns stated that that was an HOA issue and that that question would be directed to the HOA. There was a question the difference between the CDD, and the HOA and Ms. Burns stated that the CDD owns the roads, common areas, and amenities. Ms. Burns also stated that they can look into adding crosswalks to specific areas of concern.

A resident asked why one of the options for parking policies was no parking on the streets at all. Ms. Burns stated that it was brought up at the last meeting in which the Board decided that might be a little too restrictive. The resident would also like to see “No School Parking” signs be placed because of the disruption of traffic that will occur on Forest Lake Drive.

On MOTION by Ms. Kowalski, seconded by Mr. Lavoie, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2023-03 Adopting Towing Policies and Rules for Overnight Parking within the District**

Ms. Burns turned to the Board for direction on which map they would prefer to go with for the parking policies. They weighed which map would allow for more parking and made their decision that way. After much discussion the Board decided to limit access to the odd numbered side of the street going with the blue map that was created with changes to limit marking for tract E, H, and D to put “No Parking Signs” to allow access, and no overnight parking. This authorizes staff to notify the residents, begin the process of creating signage, and enforce the new parking policy.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Resolution 2023-03 Adopting Towing Policies and Rules for Overnight Parking within the District with no parking on odd side with additional tracts added as no parking areas, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated that items 5 and 6 go hand and hand and it is an annual renewal with the property appraiser to be allowed to collect the assessments on the tax bill. The Data Sharing and Usage Agreement asks the District not to disclose exempt parcels for certain purposes with confidential information on their tax bill. She then asked for a motion of approval for both orders of business.

**SIXTH ORDER OF BUSINESS**

**Consideration of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser**

This item was discussed under the fifth order of business.

On MOTION by Mr. Lavoie, seconded by Ms. Petrucci, with all in favor, the Contract Agreement and 2023 Date Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

**SEVENTH ORDER OF BUSINESS**

**Presentation and Approval of Arbitrage Rebate Report for Series 2020 AA1 Project**

Ms. Burns noted that under the internal revenue code, the District has to demonstrate that they do not earn more interest than is paid on the bonds. This report is required by the trust

indenture and is performed annually. The report shows a negative arbitrage amount and Ms. Burns asked for a motion to accept the report.

On MOTION by Mr. Lavoie, seconded by Ms. Schwenk, with all in favor, Accepting the Arbitrage Rebate Report for Series 2020 AA1 Project, was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Pump House Tract Conveyance Documents**

Ms. Gentry stated that this is a small tract that is outside of the Phase 1 plat and when the property was conveyed it was not included. This will get the tract deeded over to the CDD with the proper conveyance documents. This has been previously executed and Ms. Burns asked for ratification from the Board.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Pump House Tract Conveyance Documents, was ratified.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry had nothing further to report.

**B. Engineer**

Ms. Burns stated the District Engineer was not in attendance in person but Molly Banfield from Dewberry was on the line to answer any questions, hearing none.

**C. Field Manager’s Report**

Mr. Tindall presented the field managers report. He gave a review of Hurricane Nicole and reported that no notable damage was sustained. Complete items include:

- Landscaping work and improvements are ongoing and being monitored.
- Amenity maintenance has been satisfactory.
- Playground bench was replaced.
- Pro Playgrounds provided a proposal to replace the damage playground shade.

In progress items include:

- Initial fence cleanup and repair of sections damaged had begun and should be complete soon.

**i. Consideration of Proposal for Replacement Shade from Pro Playgrounds**

Mr. Tindall presented a proposal to fix the playground shade for a total cost of \$6,747.93 and recommended the Board to move forward. They will look into filing with the insurance company and if they cannot the cost will come out of the contingency line item in the budget.

On MOTION by Ms. Schwenk, seconded by Mr. Lavoie, with all in favor, the Proposal for Replacement Shade from Pro Playgrounds for \$6,747.93, was approved.

**D. District Manager’s Report**

**i. Approval of the Check Register**

Ms. Burns presented the check register which was included in the agenda package.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated the financials were in the package for review. There was no action that needed to be taken.

**iii. Ratification of Summary of Series 2022 (AA2) Requisitions #29 to #32**

Ms. Burns presented the Series 2022 (AA2) Requisitions #29 to #32.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Series 2022 (AA2) Requisitions #29 through #32, were ratified.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.



**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# SECTION IV



The Gainesville Sun | The Ledger  
Daily Commercial | Ocala StarBanner  
News Chief | Herald-Tribune

PO Box 631244 Cincinnati, OH 45263-1244

**PROOF OF PUBLICATION**

Forest Lake Cdd  
Forest Lake Cdd  
219 EAST LIVINGSTON ST.  
ORLANDO FL 32801

STATE OF WISCONSIN, COUNTY OF BROWN

The Ledger-News Chief, a newspaper printed and published in the city of Lakeland, and of general circulation in the County of Polk, State of Florida, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue dated or by publication on the newspaper's website, if authorized, on:

01/10/2023

and that the fees charged are legal.  
Sworn to and subscribed before on 01/10/2023

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**BOARD OF SUPERVISORS  
MEETING DATES  
FOREST LAKE COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2023**

The Board of Supervisors of the Forest Lake Community Development District will hold their remaining regular meetings for Fiscal Year 2023 on the 1st Tuesday of each month, at the Holiday Inn—Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida 33880, at 10:15 a.m., unless otherwise indicated as follows:

- February 7, 2023
- March 7, 2023
- April 4, 2023
- May 2, 2023
- June 6, 2023
- July 4, 2023
- August 1, 2023
- September 5, 2023

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.  
District Manager  
01/10/2023 #8274656

# SECTION V

# SECTION C

# SECTION D

# SECTION 1

# SECTION 2



# SECTION 4

**FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2022  
(ASSESSMENT AREA TWO PROJECT)  
(Acquisition and Construction)**

The undersigned, a Responsible Officer of the Forest Lake Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture by and between the District and U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2020 as supplemented by that certain Second Supplemental Trust Indenture dated as of May 1, 2022 (collectively, the "Assessment Area Two Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Assessment Area Two Indenture):

- (A) Requisition Number: 33
- (B) Identify Acquisition Agreement, if applicable;
- (C) Name of Payee pursuant to Acquisition Agreement: Graves Plumbing Inc
- (D) Amount Payable: \$278.60
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments): Invoice # 36142 - Labor & Material Used to Repair Water Service
- (F) Fund or Account and subaccount, if any, from which disbursement to be made:

*Assessment Area Two Acquisition and Construction Account of the Acquisition and Construction Fund.*

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the Assessment Area Two Acquisition and Construction Account; and
- 3. each disbursement set forth above was incurred in connection with the Costs of the Assessment Area Two Project.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto or on file with the District are copies of the invoice(s) or applicable contracts from the vendor of the property acquired or the services rendered, as well as applicable conveyance instruments (e.g. deed(s), bill(s) of sale, easement(s), etc.) with respect to which disbursement is hereby requested.

**FOREST LAKE COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Responsible Officer

Date: 12/15/22

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE OR [NON-OPERATING COSTS REQUESTS ONLY]**

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Assessment Area Two Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Assessment Area Two Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof. The Consulting Engineer further certifies and agrees that for any acquisition (a) the portion of the Assessment Area Two Project that is the subject of this requisition is complete, and (b) the purchase price to be paid by the District for the portion of the Assessment Area Two Project to be acquired with this disbursement is no more than the lesser of (i) the fair market value of such improvements and (ii) the actual cost of construction of such improvements.

  
Consulting Engineer

Date: 12-13-22

#33  
Graves Plumbers  
\$27860  
labort neutral Repair wtr Srvc

**FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2022  
(ASSESSMENT AREA TWO PROJECT)  
(Acquisition and Construction)**

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- (A) Requisition Number: 34
- (B) Identify Acquisition Agreement, if applicable;
- (C) Name of Payee pursuant to Acquisition Agreement: KE Law Group, PLLC
- (D) Amount Payable: \$114.00
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments): Invoice # 5400 - Project Constructin for Dec 22
- (F) Fund or Account and subaccount, if any, from which disbursement to be made:

*Assessment Area Two Acquisition and Construction Account of the Acquisition and Construction Fund.*

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the Assessment Area Two Acquisition and Construction Account; and
- 3. each disbursement set forth above was incurred in connection with the Costs of the Assessment Area Two Project.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto or on file with the District are copies of the invoice(s) or applicable contracts from the vendor of the property acquired or the services rendered, as well as applicable conveyance instruments (e.g. deed(s), bill(s) of sale, easement(s), etc.) with respect to which disbursement is hereby requested.

**FOREST LAKE COMMUNITY  
DEVELOPMENT DISTRICT**

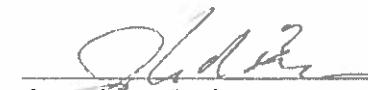
By:  \_\_\_\_\_  
Responsible Officer

Date: 2/13/23

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE OR [NON-OPERATING COSTS REQUESTS ONLY]**

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Assessment Area Two Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Assessment Area Two Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof. The Consulting Engineer further certifies and agrees that for any acquisition (a) the portion of the Assessment Area Two Project that is the subject of this requisition is complete, and (b) the purchase price to be paid by the District for the portion of the Assessment Area Two Project to be acquired with this disbursement is no more than the lesser of (i) the fair market value of such improvements and (ii) the actual cost of construction of such improvements.

#34  
KE Law Group  
\$ 114.00  
Proj. Const. Dec 22

 \_\_\_\_\_  
Consulting Engineer

Date: 2-13-23