

**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, **April 4, 2023** at 10:15 a.m. at 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk <i>by Zoom, joined late</i>	Chairperson
Eric Lavoie	Vice Chairman
Jessica Kowalski	Assistant Secretary
Jessica Petrucci	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KVV Law Group
Marshall Tindall	Field Manager, GMS
Bobbie Henley	Appointed as Assistant Secretary

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were three Board members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns opened the meeting to the public for comment on anything specific to the agenda. One audience member asked if they could have a vote on what flowers to put in the flower bed, and Ms. Burns responded that only the Board members voted on CDD decisions.

Another audience member asked for an update on the speed limit signs and what the speed limit would be, and Ms. Burns replied that they would discuss that under the Field Manager's report.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Rennie Heath

April 4, 2023

Forest Lake CDD

Ms. Burns stated that they had received a letter of resignation from Rennie Heath and asked for the Board to approve the resignation.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Resignation from Rennie Heath, was approved.

B. Appointment to Fill the Vacant Board Seat

Ms. Burns stated that there was now a vacancy on the Board and explained that after the District was established for 6 years and had at least 250 registered voters, they would start the process of transferring two Board seats to residents. They had not gotten to that point yet in their District, and Ms. Burns explained that the only requirement for someone to be appointed to the Board was that they were a Florida resident, at least 18 years old, and a U.S. citizen. She asked if the Board had any nominations, and Mr. Lavoie nominated Bobbie Henley.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Appointment of Bobbie Henley to Fill the Vacant Seat on the Board, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns read the oath of office to Ms. Henley and asked her to sign the required documents.

D. Consideration of Resolution 2023-04 Electing Officers

Ms. Burns asked how the Board wanted to reelect officers, and the Board decided that Lauren Schwenk would be Chair, Eric Lavoie would be Vice Chair, and the remaining Board members would be Assistant Secretaries, with Ms. Burns as Secretary and Mr. Flint as an Assistant Secretary.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, Resolution 2023-04 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes from the March 7,
2023 Board of Supervisors Meeting**

April 4, 2023

Forest Lake CDD

Ms. Burns presented the meeting minutes from the March 7, 2023 Board of Supervisors meeting and asked for any comments or corrections from the Board. There being none, she asked for a motion of approval.

On MOTION by Ms. Kowalski, seconded by Mr. Lavoie, with all in favor, the Minutes of the March 7, 2023 Board of Supervisors Meetings, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Phase 2 Conveyance Documents

Ms. Gentry presented the Phase 2 conveyance documents, noting that they were the standard form with the deed and affidavits that went along with that. She noted that they were not ready to be turned over, but that they would be ready during the month of April. She asked for a motion to approve in substantial form.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Phase 2 Conveyance Documents, were approved in substantial form.

**Ms. Burns noted for the record that Ms. Schwenk joined the meeting via Zoom.*

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-05 Authorization of Bank Account Signatories

Ms. Burns presented Resolution 2023-05, noting that it appointed offices of the District as the signatory so that as they change over time, they could submit the resolution to the bank, along with the resolution appointing the person as the Secretary or Assistant Treasurer on the account. She asked for a motion to approve.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, Resolution 2023-05 Authorization of Bank Account Signatories, was approved.

SEVENTH ORDER OF BUSINESS

Discussion Regarding Street Parking and Towing Policies

April 4, 2023

Forest Lake CDD

Ms. Burns stated that at the last Board meeting, they had approved the installation street parking signs on Sugarwood, and that they had also received several comments from residents regarding other layouts where there were a few areas that were the same situation on Sugarwood. She noted that they were highlighted in the agenda, and that she had directed Mr. Tindall to not install the signage until they had a discussion. She noted that there were 5 different areas highlighted on the map with concerns that were new, and 5 areas that were discussed during the last Board meeting. She also gave the Board the option of putting signage throughout the entire community instead of looking at the odd versus the even sides of the street.

After further discussion, the Board decided to plan on 25 designated parking signs to install on the even side of the road instead so that there was less confusion for the residents. It was also noted that they would change the parking policy so that there was no parking in the CDD whatsoever other than the areas that had designated parking signs. Because of that, Ms. Gentry asked that they have another hearing regarding the change in policy and added that she would get the notice out for the June meeting. It was also noted that they would not approve the signs until the June meeting to avoid confusion. Ms. Burns asked for a motion to approve.

On MOTION by Ms. Petrucci, seconded by Mr. Lavoie, with all in favor, Setting the Street Parking and Towing Policy Public Hearing on June 6, 2023 at 10:15 a.m. at their current location, was approved.
--

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry noted that she had talked to the county and engaged with the police chief to find out what the issues were with traffic enforcement in the community, and she found out that when the original signs were installed instead of the advisory signs, they were installed as the white speed limit signs. She also noted that everyone that she had talked to said that it should not prevent enforcement of the 25-mph zone where it was posted, but that in order to clean everything up to avoid confusion, she had a proposal for replacing the 15-mph signs with the advisory yellow signs. She also noted that she had talked to the county and police chief after a resident reported that they were being told that there could be no traffic enforcement on the roads until the CDD entered into a traffic enforcement agreement, and the county and police chief noted that that was not the case and only applied to private roads owned by HOAs.

April 4, 2023

Forest Lake CDD

B. Engineer

Ms. Burns stated the District Engineer was not in attendance.

C. Field Manager's Report

Mr. Tindall presented the Field Manager's report, noting that landscaping was going well, and that the amenity was looking good. He added that there was an issue with some residents getting sick as a result of being in the pool area with mildew, and therefore the area and furniture were cleaned. He also added that the new shade had been put in to replace the one that had been damaged by the hurricane. Mr. Tindall stated that there were also gaps in the sidewalk in various areas around the amenity that were repaired, as well as that the gaps by the retaining wall had been filled.

i. Consideration of Proposal for Speed Limit Sign Replacement *(to be provided under separate cover)*

Mr. Tindall presented the proposal for the speed limit sign replacement, noting that the total was \$3,505, which included 25 speed limit sign replacements. Ms. Gentry added that this would address the replacement of the advisory signs, as well as misplaced speed limit signs in the straight-of-way. Ms. Burns asked for a motion to approve.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Proposal for Speed Limit Sign Replacement, was approved.

ii. Consideration of Proposal for Entrance Annuals Planting *(to be provided under separate cover)*

Mr. Tindall noted that landscaping was going well in the CDD, adding that he had a quote for \$12,000 of annuals to put into the 10 flower beds in the community and would be considered in next year's budget if the Board chose to do so. Ms. Burns noted that there would either be an increase in the budget and that a public hearing would be notified for residents when the time came or that there would be no increase in the budget due to leftover funds. The Board agreed to have Ms. Burns bring the item back for discussion once the preliminary budget was put together and \$12,000 was added to the budget.

April 4, 2023

Forest Lake CDD

D. District Manager’s Report

i. Approval of the Check Register

Ms. Burns presented the check register which was included in the agenda package. She asked for a motion to approve.

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 through February 28th were in the package for review. There was no action that needed to be taken.

iii. Ratification of Summary of Series 2022 (AA2) Requisitions #35 to #37

Ms. Burns presented the Series 2022 (AA2) Requisitions #35 to 37. She noted that these have already been approved and just needed to be ratified.

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Series 2022 (AA2) Requisitions #35 to #37, were ratified.

NINTH ORDER OF BUSINESS

Other Business

Ms. Burns noted that she had received some resident requests for security options for the pool, and she added that they could be able to hire limited security for peak hours during next year’s budget. She also added that the cost would be around \$25,000 and would cover 8 hours a day on Saturdays and Sundays. The Board decided that they would add security into the budget.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

An audience member noted that the concern with pool security was the possibility of unaccompanied children getting hurt by running around or jumping the fence during closed hours. Ms. Burns noted that if any residents saw anyone at the amenity during closed hours, they should call the police.

Another audience asked where the parking signs would be posted in June, and Ms. Burns replied that the consideration was to post signs at the corners and one in the middle of the street

April 4, 2023

Forest Lake CDD

that would say “parking allowed on this side.” The resident then asked why they had to completely replace the signs instead of changing the verbiage on the current ones, and Ms. Burns explained that they were still looking at several options, with one of those being that they could leave the current signs, as well as the option of installing “No Parking” signs every 25 feet, and the third option would be to replace the two signs at the front of the community to state that parking was only allowed in the designated parking areas with signs. The audience member asked if residents would be paying for things that were to happen in Phase 3, such as parking. Ms. Burns replied that they would not for the current fiscal year, but that the Phase 3 landscaping would eventually be conveyed to the District. She also added that if the parking was changed and they agreed to go ahead with the change in signage, it would go into Phase 3, however the parking policy itself did not extend to Phase 3 because there was no one living there yet.

Another resident asked if the parking that was discussed was going to be based on the streets itself instead of the odd or even sides of the street, and Ms. Burns replied that that was correct. The resident also asked if all of the 15 mph signs would be replaced with 25 mph signs, to which Ms. Burns answered that that was correct, excluding the yellow advisory signs.

Another resident noted that there were two signs when you drive up Holly Hill that say “Forest Lake, a build-to-rent community”, and she stated that she thought that that was just for Phase 3. She asked if that was an HOA or CDD issue, and Ms. Burns responded that it was an HOA issue. Ms. Gentry also added that she could reach out to the builder and see if she could get the verbiage on the signage changed to only include Phase 3.

ELEVENTH ORDER OF BUSINESS**Adjournment**

Ms. Burns adjourned the meeting.

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



 Secretary/Assistant Secretary



 Chairman/Vice Chairman