

**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, **January 4, 2024** at 10:30 a.m. at 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

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|---------------------------------|---------------------|
| Eric Lavoie | Chairman |
| Bobbie Henley | Vice Chairman |
| Jessica Kowalski | Assistant Secretary |
| Jessica Petrucci <i>by Zoom</i> | Assistant Secretary |
| Lindsey Roden | Assistant Secretary |

Also present were:

| | |
|------------------|-----------------------|
| Jill Burns | District Manager, GMS |
| Monica Virgen | District Manager, GMS |
| Marshall Tindall | Field Manager, GMS |
| Lauren Gentry | District Counsel, KVW |
| Savannah Hancock | District Counsel, KVW |
| Kim Albert | SwimKids |

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were four Board members present in person and one joining via Zoom constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns opened the public comment period on anything specific to the agenda items. There were no public comments.

THIRD ORDER OF BUSINESS

**Approval of Minutes from the November 2,
2023 Board of Supervisors Meeting**

Ms. Burns presented the meeting minutes from November 2, 2023 Board of Supervisors meeting and asked for any comments or corrections from the Board.

January 4, 2024

Forest Lake CDD

On MOTION by Mr. Lavoie, seconded by Ms. Kowalski, with all in favor, the Minutes of the November 2, 2023 Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS

Consideration of 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns stated this is a required annual agreement with the property appraiser’s office and is more administrative. They provide us all of the parcels of the properties within the community. Certain people are exempt from a records request or disclosing their information if they are a judge, police, etc. from turning that over. This agreement outlines if they provide those for us to collect assessments, that information will not be turned over since they are exempt.

On MOTION by Ms. Kowalski, seconded by Ms. Roden, with all in favor, the 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resident Requests for Swim Kids Classes at Amenity

Ms. Burns stated several residents have asked if the CDD Board would authorize Swim Kids classes using the pool. The classes would be offered at the facility which is beneficial for the community and as a benefit to the residents, they would offer residents a discount. Kim from Swim Kids summarized all that they offer. Classes are made up of six kids. They do have a robust insurance policy.

On MOTION by Ms. Kowalski, seconded by Ms. Roden, with all in favor, Authorizing Counsel to Draft a Form of Agreement with Swim Kids and Authorize the Chair to Execute it, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Phase 2 Conveyance Documents

Ms. Gentry stated this is the deed for Phase 2 CDD property, common area tracts as well as the right of way. She noted she would be happy to answer any questions.

On MOTION by Mr. Lavoie, seconded by Ms. Roden, with all in favor, the Phase 2 Conveyance Documents, were ratified.

January 4, 2024

Forest Lake CDD

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry stated that she had nothing to report.

B. Engineer

District Engineer was not present.

C. Field Manger’s Report

Mr. Tindall noted the landscaper has kept common areas well maintained, plantings look good and beds are clean, palms replaced by amenity center are doing well. Amenity has been well maintained with mulch clean up at the playground and the lift repaired. The pool was down briefly due to a burnt-out wire in the motor which the vendor repaired. Outlets were added at entrances and top of monument for holiday décor, entrance signs were touched up, minor fence repairs and routine cleaning, trash was removed from pond. Tow policy sign reinstalled. Coordinating installation of approved parking signs.

Ms. Burns stated residents will receive notice that the signs are going up. The towing will usually start about 10 days to two weeks after the signs go up. There were signs damaged at the Chickasaw entrance due to a vehicle making a wide turn. The police were contacted and an incident report was made for the damages. The electrical line at Chestnut entrance was damaged so Duke was contacted and disconnected the line. An electrician was contacted and work arranged just awaiting permit.

i. Consideration of Proposal for Additional Lighting at Amenity Parking Lot

Mr. Tindall presented the proposal for additional solar lighting in the amenity parking lot. The proposal was for \$1,688.65. Ms. Burns stated it is within the contingency budget.

On MOTION by Ms. Henley, seconded by Mr. Lavoie, with all in favor, the Proposal for Additional Lighting at Amenity Parking Lot, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register which is from November 24th through December 21st totaling \$28,248.30. She stated she would be happy to answer any questions from the Board.

On MOTION by Mr. Lavoie, seconded by Ms. Henley, with all in favor, the Check Register totaling \$28,248.30, was approved.

January 4, 2024

Forest Lake CDD

ii. Balance Sheet and Income Statement

Ms. Burns stated the financial statements are through November. There is no action necessary from the Board. These are for information purposes.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Shanna Nastic (resident) – Requesting free library for the community. She stated her daughter would do all of the fund raising and order everything for it as well as maintain it. Ms. Burns stated this would need a license agreement. The Board would have the ability to remove it if needed per the license agreement.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Authorizing Counsel to Draft a License Agreement with Resident, was approved.

Jonny Hislop (resident) – Inquiring about structure over mailboxes. Ms. Burns stated this is not in budget for this fiscal year.

Scott (resident) – Requesting barriers to avoid cars hitting house where signs were damaged due to car accident. Ms. Burns stated the only barrier they could put up would be bollards.

TENTH ORDER OF BUSINESS Adjournment

Ms. Burns adjourned the meeting.

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:
Eric Lavoie
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Chairman/Vice Chairman